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ABSTRACT

The manual contains sections on: (1) Philosophy and Rationale, (2) The Network Relationship, (3) Verification, (4) Transmission Schedules, (5) Nebraska Union Catalog, (6) Denver Bibliographical Center for Research, (7) Technical Operating Procedures, (8) TWX Operation Including Instructions for Formats, (9) Sample Regional Library Request to NPLC, (10) Sample Regional Library Request to NPLC - Annotated, (11) Sample NPLC Answer to Regional Library, (12) List of Libraries Included in the Nebraska Union Catalog, (13) Interlibrary Loans, (14) Abbreviations, (15) The Model Code Adopted for NLA, (16) Appendix I (For Biomedical Requests), (17) Appendix II (Library Index to the Networks) and (18) Appendix III (Sample - Interlibrary Loan Control Forms). (MM)

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NEBRASKA LIBRARY TELECOMMUNICATIONS NETWORK

M A N U A L

LI 003 177

1

Nebraska Public Library Commission 1971

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PHILOSOPHY AND RATIONALE

Public Libraries serve as informational, educational, and recreational centers for their local communities and for the state as a whole. Through its participation in the development of six multi-regional library networks the tiniest public library can serve as an important part of its region by becoming an outlet for its patrons through which they connect with state, regional and national information networks. Primary and secondary school libraries and academic libraries contact their local public or TWX installation library for supplementary materials and entry into the teletype system for items not locally available.

Two conditions rather forced the decision to decentralize lending procedures from the Nebraska Public Library Commission into the local service outlets. An acute lack of space at the State Capitol Building has forced a thorough weeding of adult fiction and children's collections which, it was decided, could best be supplied on the local level. Multiple copies in good condition were distributed out to the regions. Even further weeding is anticipated in the future. Patrons dealing directly with the Commission then found to their dismay, that we didn't have many of the items they were requesting any longer and they were being directed to initiate their requests all over again at some public library near them to which an interlibrary loan might be made. Interlibrary loans, in terms of their contracts, have to be made as transactions from one library to another and are never made directly to individuals. These conditions - smaller popular collections at the Commission, and the necessity to have interlibrary loans sent to a public library outlet (not to mention that boxes of books do not a library make, nor is it possible to give good personal or fast library service at a distance of 400 miles from patron to librarian) - have brought about this system of telecommunication in Nebraska.

The next decade should see the development of the six multi-regional library networks, whose chief purpose will be to give service to member regional and local libraries through union listings, centralized processing, coordination of all types of libraries, cooperation with other agencies and service to all segments of the population. As local public libraries are strengthened and regional systems are more fully developed, and as the statewide system is completed, only then can user needs be met. The Commission will provide fewer direct services; instead, its chief role will be as an information and reference library. The state agency will coordinate programs and planning, budget and management, and legislative activities. New services will emphasize research and development, professional advice and planning, and coordination.

Modern technology has made possible the increased speed in the exchange of materials between libraries. Through the use of TWX communication, both the flow of information concerning loans, and the loans themselves are accelerated. Nebraska teletype network libraries use the system to speed up the handling of interlibrary loan requests so that material is forwarded or requests are reported on within 24 hours, to fill periodical requests wherever possible by means of copies to be made for other members of the cooperating network, and to utilize TWX whenever possible for requests, reports and other communications.

This manual has been prepared so that the most effective use may be made of the TWX Network in developing interlibrary cooperation. We wish to make this procedures guide a totally useful instrument for the smooth operation of the network. You will need, in addition to this manual, at least two other directories: "Periodical Holdings of the Regional TWX Libraries" and "Microfilm Holdings of the Scottsbluff and Omaha Public Libraries". These are used by the regional TWX libraries. Two lists which will be useful to local and regional libraries are the "Public Library Film Service" catalog of 16mm films available through Lincoln Public Library and a listing of "Recordings Available Upon Request from the NPLC", which will be sent to you if you will contact Lincoln Public Library and the Commission respectively.

Please try to fill requests at your level of library service. This adheres to the principle of giving the fastest service possible and those materials supplied closest to home are surely faster than waiting for materials to be sent from Lincoln. This also makes possible the best matching of materials to the patron because the local librarian surely know the patron better than the far-removed personnel in the Commission.

Referral to the "Standards for Small Public Libraries in Nebraska" gives us the indication that every local library except the very smallest should install a telephone in order to provide telephone information and to be able to serve as a communication link in the statewide library network system. Even the very smallest can serve in the latter capacity because the phone call which connects with the entire system at the local level is made collect to the regional TWX installation.

A system for updating of this manual is being devised and it is suggested that you might add supplements and exchange pages most readily by keeping this copy in a ring notebook or binder. Errors surely will occur and we will appreciate your taking time to point them out to us for correction.

One brief note regarding a term frequently used in this Manual seems to be in order. Whenever the word "verify" or any variant form of that word is used herein, it refers to the finding of as full as possible CONFIRMED BIBLIOGRAPHICAL INFORMATION. Any good dictionary will give you "Confirm" or "Verify", but for library terminology, we turn to pamphlet #7a of the Small Libraries Project pamphlets, "that information needed for the full identification of a book: author, title, publisher, date of publication, price, and, if pertinent, edition, and source of purchase."

THE NETWORK RELATIONSHIP

Request Flow

The goal is to make this procedure as smooth as possible and to provide the best service for the patron quickly, as close to home as possible.

1. Patron asks for materials.

2. Participating local library searches collection and finds the materials. Patron in this case received fast, personal service at the local level and will come to depend more upon his local library for this service. Local support should also be easier to encourage for this reason.

3. If the local participating library is unable to supply the material, they call collect to their assigned regional teletype library for it, after attempting to verify for complete title, author, publisher and date.

4. The regional library checks their collection and sends the material for the patron to the original requesting library.

5. If the items are not all available at the regional library they then request locations or the item itself by teletype to the Commission.

6. If the Commission has the materials, they are sent directly to the original small participating library for their patron's use.

7. If the Commission does not have the requested items, they search the Nebraska Union Catalog and send locations within Nebraska back to the regional library via TWX.

8. The regional library then will contact the owning library, either by mail (ALA Interlibrary Loan Request Form), or by teletype if possible (see pages 31 & 32 for required formats) to have the item sent directly back to the original requesting library. Sometimes, according to established practice in each network, the locations are sent to the participating library if the owning library does not have a teletype. The small participating library then fills out its own ALA Interlibrary Loan Request Form and mails it to the owning library. In this case, the regional library must be certain that the participating library understands the Form, knows where to purchase the Form (from most library supply houses), and either knows the translation of the Nebraska Union Catalog symbols or is supplied with these translations (p. 30).

9. After the patron has finished with the book or other materials, it is important that the borrowing library return the material PROMPTLY to the library which owns it (unless otherwise specified) ON or BEFORE the date due.

10. If no one in Nebraska owns the titles and they are needed for research or special purpose, the Bibliographical Center for Research, Denver, is asked by the Commission for regional locations in eleven mountain-plains states. These locations go back to the regional library from the Commission as before.

11. If the local library, the regional library, and the Commission are unable to establish full bibliographical information for the request, they will eventually have to turn the request back to the original library and ask that more information be obtained from the patron.

12. The regional library will report on the status of a request when a local participating library requires this notification.

Obligations of the Regional Library

1. Attempt to verify the request if not already so verified.

2. Make all efforts to get the request as soon as possible, taking action on the request within 24 hours.

3. Use TWX where possible and ALA Interlibrary Loan Forms to get materials from the Union Catalog libraries.

4. Keep the requesting library informed about the status of the request.

Obligations of the Local Participating Library

1. Give as correct and as much information as possible about the title, author, publisher and date and try to supply title requests from lists and bibliographies when the patron is looking for something on a subject.

2. Give other information about where the patron saw the book or title on unverified requests. This is especially important when the book has not been heard of before.

3. Keep the regional library informed if the patron no longer wants the book, or if there is a deadline on getting the material.

4. Tell the regional library if the material is not received within a reasonable time.

Note: Sample forms which have proven useful to some participating libraries are appended on pages 49 & 50 for use in interviewing and pinpointing patrons' requests. These are not, however, intended to be substitutes for training in reference interview technique which can better be taught through demonstration and should be taken up in network and regional workshops.

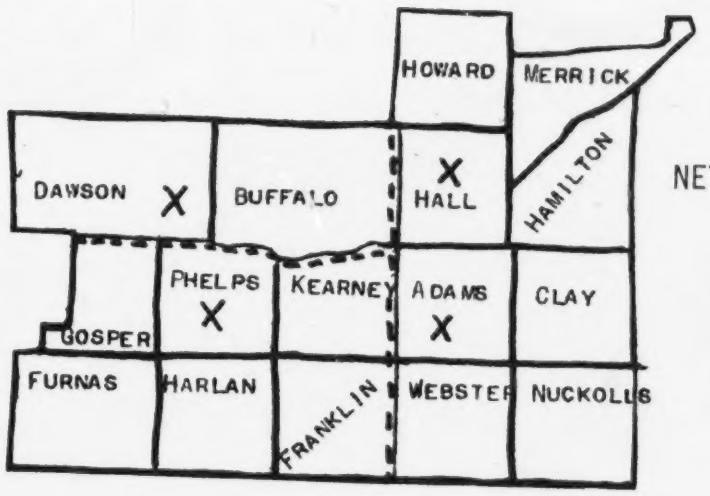
Participating Libraries

There follows a listing of regional teletype libraries within the networks which they serve. In general principle all requests should come through a local public library service unit, be it bookmobile, building, etc.

Colleges and Universities have access to the telecommunications network through a regional teletype library near them via collect call. The listing on page 16 indicates these channels.

Secondary and primary school librarians should contact their local public library for supplementary materials and interlibrary loans.

(Please see Appendix II, for
LIBRARY INDEX TO THE NETWORKS)



CENTRAL NETWORK

NETWORK HEADQUARTERS:

Hastings Public Library
Miss Jeanette Hillers,
Librarian

TWX Installation: Grand Island, Nebraska 68801
GRASSLANDS REGIONAL LIBRARY

Telephone no. 308-382-4894
TWX no. 910-629-3723

Counties/Libraries included:

HALL COUNTY.....	Grand Island Public Library (TWX)
	Wood River Public Library
HAMILTON COUNTY.....	Aurora Public Library
	Giltner Public Library
	Hampton Public Library
HOWARD COUNTY.....	St. Paul Public Library
MERRICK COUNTY.....	Central City Public Library
	Clarks Public Library
	Palmer Public Library
	Silver Creek Public Library

TWX Installation: Hastings, Nebraska 68901
WILLA CATHER REGIONAL LIBRARY

Telephone No. 402-462-8320
TWX no. 910-624-0454

Counties/Libraries included:

ADAMS COUNTY.....	Hastings Public Library (TWX)
CLAY COUNTY.....	Clay Center Public Library
	Edgar Public Library
	Fairfield Public Library
	Harvard Public Library
	Sutton Public Library
NUCKOLLS COUNTY.....	Hardy Public Library
	Nelson Public Library
	Ruskin Public Library
	Superior Public Library
WEBSTER COUNTY.....	Blue Hill Public Library
	Guide Rock Public Library
	Red Cloud Public Library

Central Network continued

TWX Installation: Holdrege, Nebraska 68949 Telephone no. 308-995-5722
SOUTH CENTRAL REGIONAL LIBRARY TWX no. 910-960-4716

Counties/Libraries included:

FRANKLIN COUNTY.....Bloomington Public Library
Campbell Public Library
Franklin Public Library
Hildreth Public Library

FURNAS COUNTY.....Arapahoe Public Library
Beaver City Public Library
Cambridge Public Library
Holbrook Public Library
Wilsonville Public Library

GOSPER COUNTY.....Elwood Public Library

HARLAN COUNTY.....Alma Public Library
Orleans Public Library
Oxford Public Library

KEARNEY COUNTY.....Axtell Public Library
Minden Public Library
Wilcox Public Library

PHELPS COUNTY.....Holdrege Public Library (TWX)

TWX Installation: Kearney, Nebraska 68847 Telephone no. 308-234-2511
BUFFALO-DAWSON REGIONAL LIBRARY TWX no. 910-960-3732

Counties/Libraries included:

BUFFALO COUNTY.....Elm Creek Public Library
Gibbon Public Library
Kearney Public Library (TWX)
Ravenna Public Library
Shelton Public Library

DAWSON COUNTY.....Cozad Public Library
Farnam Public Library
Gothenburg Public Library
Lexington Public Library
Overton Public Library

Central Network continued

TWX Installation: Holdrege, Nebraska 68949 Telephone no. 308-995-5722
SOUTH CENTRAL REGIONAL LIBRARY TWX no. 910-960-4716

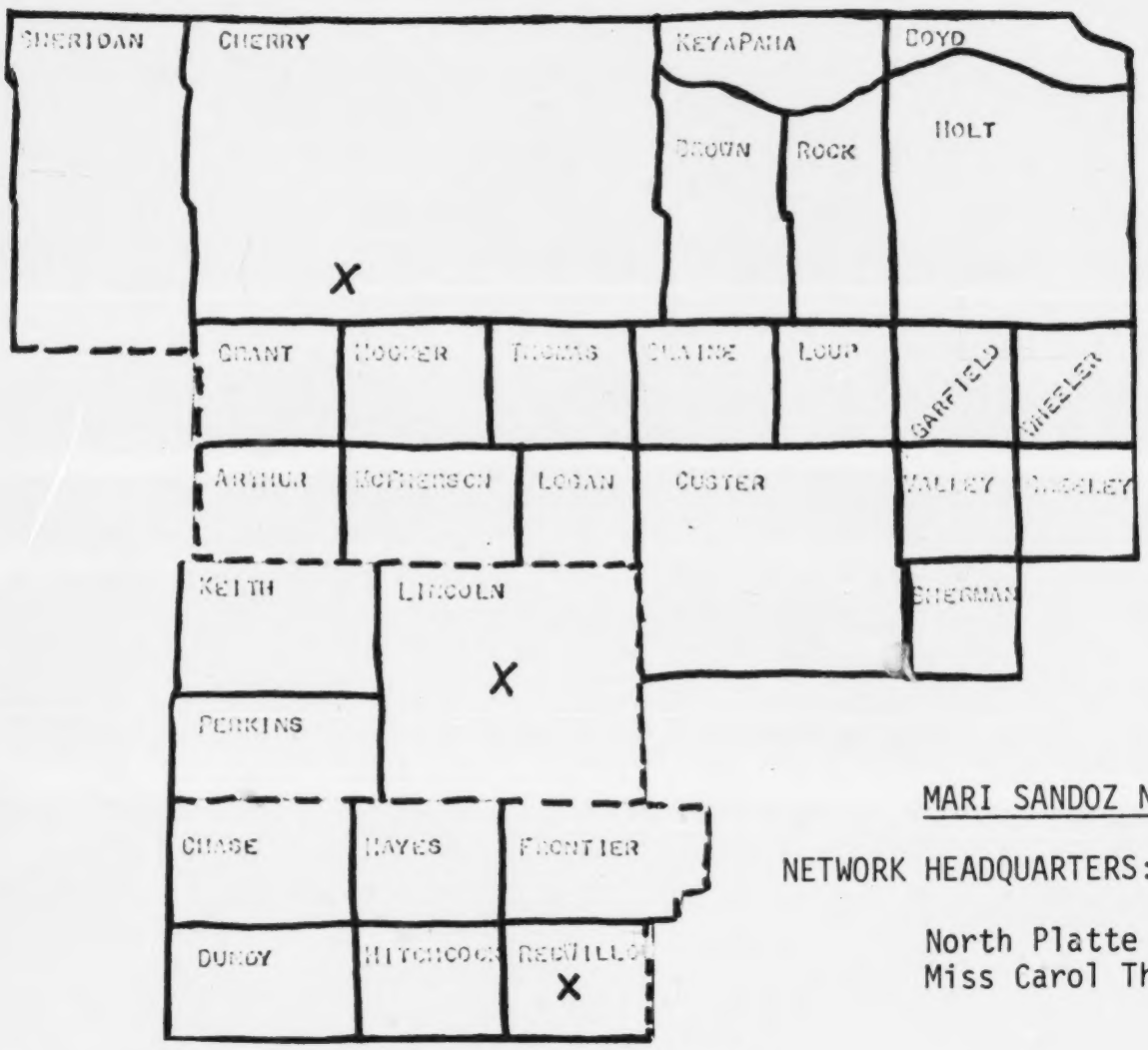
Counties/Libraries included:

FRANKLIN COUNTY.....	Bloomington Public Library
	Campbell Public Library
	Franklin Public Library
	Hildreth Public Library
FURNAS COUNTY.....	Arapahoe Public Library
	Beaver City Public Library
	Cambridge Public Library
	Holbrook Public Library
	Wilsonville Public Library
GOSPER COUNTY.....	Elwood Public Library
HARLAN COUNTY.....	Alma Public Library
	Orleans Public Library
	Oxford Public Library
KEARNEY COUNTY.....	Axtell Public Library
	Minden Public Library
	Wilcox Public Library
PHELPS COUNTY.....	Holdrege Public Library (TWX)

TWX Installation: Kearney, Nebraska 68847 Telephone no. 308-234-2511
BUFFALO-DAWSON REGIONAL LIBRARY TWX no. 910-960-3732

Counties/Libraries included:

BUFFALO COUNTY.....	Elm Creek Public Library
	Gibbon Public Library
	Kearney Public Library (TWX)
	Ravenna Public Library
	Shelton Public Library
DAWSON COUNTY.....	Cozad Public Library
	Farnam Public Library
	Gothenburg Public Library
	Lexington Public Library
	Overton Public Library



MARI SANDOZ NETWORK

NETWORK HEADQUARTERS:

North Platte Public Library
Miss Carol Thomas, Librarian

TWX Installation: McCook, Nebraska 69001
GEORGE W. NORRIS REGIONAL LIBRARY

Telephone no. 308-345-1906
TWX no. 910-960-4732

Counties/Libraries included:

CHASE COUNTY.....Imperial Public Library
Wauneta Public Library

DUNDY COUNTY.....no library in county

FRONTIER COUNTY.....Curtis Public Library
Eustis Public Library

HAYES COUNTY.....no library in county

HITCHCOCK COUNTY.....Culbertson Public Library
Palisade Public Library
Stratton Public Library
Trenton Public Library

RED WILLOW COUNTY.....Bartley Public Library
Indianola Public Library
McCook Public Library (TWX)

Mari Sandoz Network continued...

TWX Installation: North Platte, Nebraska 69101 Telephone no. 308-532-6560
LINCOLN-KEITH-PERKINS REGIONAL LIBRARY TWX no. 910-628-7498

Counties/Libraries included:

KEITH COUNTY.....Ogallala Public Library
Paxton Public Library

LINCOLN COUNTY.....North Platte Public Library (TWX)
Sutherland Public Library

PERKINS COUNTY.....Grant Public Library
Madrid Public Library

TWX INSTALLATION: Valentine, Nebraska 69201 Telephone no. 402-376-3160
UPPER SANDHILLS REGIONAL LIBRARY TWX no. 910-623-8130

Counties/Libraries included:

ARTHUR COUNTY .....Arthur Public Library

BLAINE COUNTY.....no library in county

BOYD COUNTY.....Butte Public Library
Spencer Public Library

BROWN COUNTY.....Ainsworth Public Library

CHERRY COUNTY.....Valentine Public Library (TWX)

CUSTER COUNTY.....Anselmo Public Library
Ansley Public Library
Arnold Public Library
Berwyn Public Library
Broken Bow Public Library
Callaway Public Library
Comstock Public Library
Mason City Public Library
Merna Public Library
Oconto Public Library
Sargent Public Library

GARFIELD COUNTY.....Burwell Public Library

GRANT COUNTY.....Hyannis Public Library

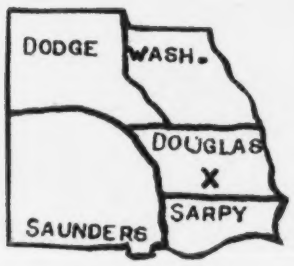
GREELEY COUNTY.....Greeley Public Library
Scotia Public Library
Spalding Public Library
Wolbach Public Library

HOLT COUNTY.....Atkinson Public Library
Ewing Public Library
O'Neill Public Library
Stuart Public Library

Mari Sandoz Network continued.....

HOOKER COUNTY.....	Mullen Public Library
KEYA PAHA COUNTY.....	no library in county
LOGAN COUNTY.....	Stapleton Public Library
LOUP COUNTY.....	Taylor Public Library
McPHERSON COUNTY.....	no library in county
ROCK COUNTY.....	Bassett Public Library
SHERMAN COUNTY.....	Litchfield Public Library Loup City Public Library
THOMAS COUNTY.....	Thedford Public Library
VALLEY COUNTY.....	Arcadia Public Library North Loup Public Library Ord Public Library
WHEELER COUNTY.....	Ericson Public Library

METROPOLITAN NETWORK



NETWORK HEADQUARTERS: Omaha Public Library
Mr. Frank Gibson, Director

TWX Installation: Omaha, Nebraska 68102
OMAHA PUBLIC LIBRARY

Telephone no. 402-342-4766
TWX no. 910-622-0755

Counties/Libraries included:

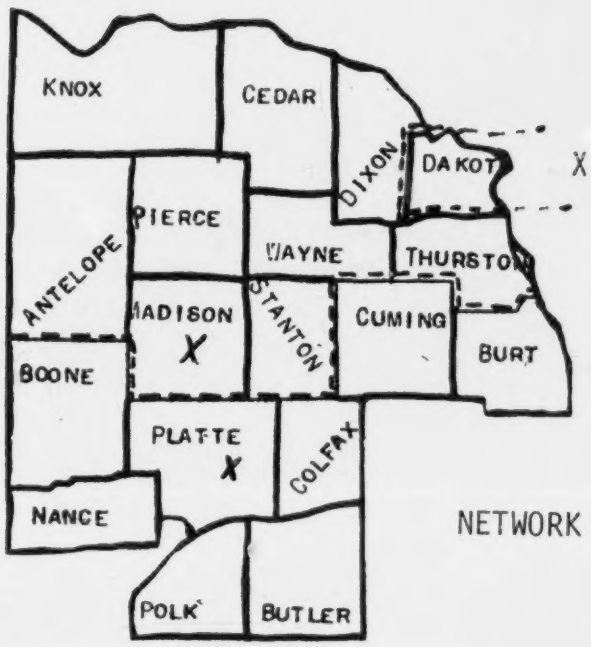
DODGE COUNTY.....Dodge Public Library
Fremont Public Library
Hooper Public Library
North Bend Public Library
Scribner Public Library
Snyder Public Library

DOUGLAS COUNTY.....Bennington Public Library
Elkhorn Public Library
Millard Public Library
Omaha Public Library (TWX)
Ralston Public Library
Valley Public Library
Waterloo Public Library

SARPY COUNTY.....Bellevue Public Library
Gretna Public Library
Papillion Public Library
Springfield Public Library

SAUNDERS COUNTY.....Ashland Public Library
Mead Public Library
Valparaiso Public Library
Wahoo Public Library
Yutan Public Library

WASHINGTON COUNTY.....Arlington Public Library
Blair Public Library



X Sioux City, Iowa, Public Library

NORTHERN NETWORK

NETWORK HEADQUARTERS: Columbus Public Library
Mr. W.O. Jacobsen, Director

TWX Installation: Columbus, Nebraska 68601
PAWNEE REGIONAL LIBRARY

Telephone no. 402-564-7116
TWX no. 910-626-8317

Counties/Libraries included:

BOONE COUNTY.....Albion Public Library
Cedar Rapids Public Library
Primrose Public Library
St. Edward Public Library

BURT COUNTY.....Craig Public Library
Decatur Public Library
Lyons Public Library
Oakland Public Library
Tekamah Public Library

BUTLER COUNTY.....David City Public Library
Rising City Public Library
Ulysses Public Library

COLFAX COUNTY.....Clarkson Public Library
Howells Public Library
Leigh Public Library
Schuyler Public Library

CUMING COUNTY.....Beemer Public Library
West Point Public Library
Wisner Public Library

NANCE COUNTY.....Fullerton Public Library
Genoa Public Library

PLATTE COUNTY.....Columbus Public Library(TWX)
Humphrey Public Library
Monroe Public Library

POLK COUNTY.....Osceola Public Library
Polk Public Library
Stromsburg Public Library

TWX Installation: Norfolk, Nebraska 68701
LEWIS & CLARK REGIONAL LIBRARY

Telephone no. 402-371-4590
TWX no. 910-623-0160

Counties/ Libraries included:

ANTELOPE COUNTY.....Elgin Public Library
Neligh Public Library
Oakdale Public Library
Orchard Public Library

CEDAR COUNTY.....Hartington Public Library
Randolph Public Library

DIXON COUNTY.....Allen Public Library
Ponca Public Library
Wakefield Public Library

KNOX COUNTY.....Bloomfield Public Library
Creighton Public Library
Crofton Public Library
Niobrara Public Library
Verdigre Public Library
Wausa Public Library

MADISON COUNTY.....Battle Creek Public Library
Madison Public Library
Meadow Grove Public Library
Newman Grove Public Library
Norfolk Public Library (TWX)
Tilden Public Library

PIERCE COUNTY.....Osmond Public Library
Pierce Public Library
Plainview Public Library

STANTON COUNTY.....Pilger Public Library
Stanton Public Library

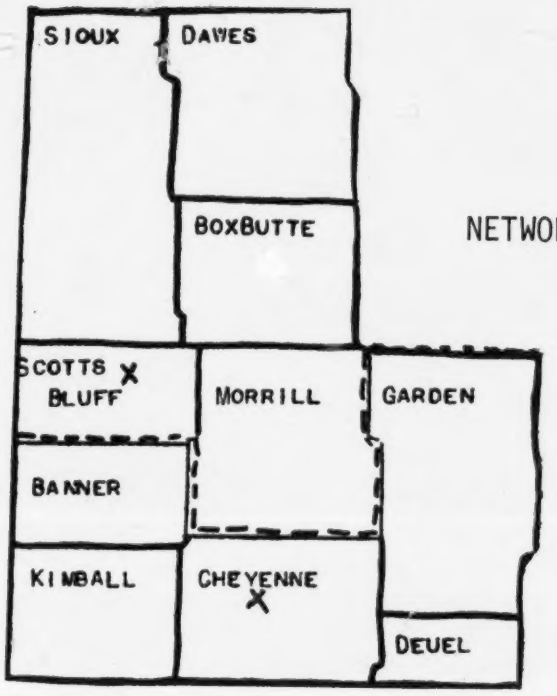
THURSTON COUNTY.....Emerson Public Library
Pender Public Library
Walthill Public Library

WAYNE COUNTY.....Carroll Public Library
Wayne Public Library
Winside Public Library

TWX Installation: Sioux City, Iowa
Public Library

Telephone no. 712-277-3450
TWX no. 910-968-1734

DAKOTA COUNTY.....Dakota City Public Library
Homer Public Library
South Sioux City Public Library



PANHANDLE NETWORK

NETWORK HEADQUARTERS: Scottsbluff Public Library
Mrs. Shirley Flack, Librarian

TWX Installation: Scottsbluff, Nebraska 69361 Telephone no. 308-632-4424
NORTHWESTERN NEBRASKA REGIONAL LIBRARY TWX no. 910-627-0063

Counties/Libraries included:

BOX BUTTE COUNTY.....Alliance Public Library
Hemingford Public Library

DAWES COUNTY.....Chadron Public Library
Crawford Public Library

MORRILL COUNTY.....Bayard Public Library
Bridgeport Public Library
Broadwater Public Library

SCOTTS BLUFF COUNTY.....Gering Public Library
Lyman Public Library
Minatare Public Library
Mitchell Public Library
Morrill Public Library
Scottsbluff Public Library (TWX)

SIOUX COUNTY.....no library in county

TWX Installation: Sidney, Nebraska 69162 Telephone no. 308-254-3110
WESTERN PLAINS REGIONAL LIBRARY TWX no. 910-620-9020

Counties/Libraries included:

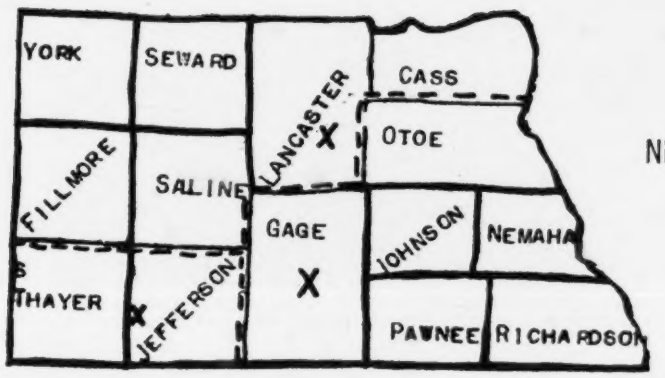
BANNER COUNTY.....no library in county

CHEYENNE COUNTY.....Dalton Public Library
Lodgepole Public Library
Potter Public Library
Sidney Public Library (TWX)

DEUEL COUNTY.....Big Springs Public Library
Chappell Public Library

GARDEN COUNTY.....Lewellen Public Library
Oshkosh Public Library

KIMBALL COUNTY.....Kimball Public Library



SOUTHEASTERN NETWORK

NETWORK HEADQUARTERS:
Lincoln Public Library
Mr. Charles Dalrymple, Director

TWX Installation: Beatrice, Nebraska 68310
BEATRICE PUBLIC LIBRARY

Telephone no. 402-223-3236
TWX no. 910-623-8321

Counties/Libraries included:

GAGE COUNTY.....Adams Public Library
Beatrice Public Library (TWX)
Wymore Public Library

JOHNSON COUNTY.....Cook Public Library
Crab Orchard Public Library
Sterling Public Library
Tecumseh Public Library

NEMAHA COUNTY.....Auburn Public Library
Brownville Public Library
Nemaha Public Library

OTOE COUNTY.....Nebraska City Public Library
Syracuse Public Library
Talmage Public Library

PAWNEE COUNTY.....Pawnee City Public Library
Table Rock Public Library

RICHARDSON COUNTY.....Dawson Public Library
Falls City Public Library
Humboldt Public Library
Stella Public Library

Southeastern Network continued...

TWX Installation: Fairbury, Nebraska 68352
FAIRBURY PUBLIC LIBRARY

Telephone no. 402-729-2843
TWX no. 910-623-8171

Counties/Libraries included:

JEFFERSON COUNTY.....	Daykin Public Library
	Diller Public Library
	Fairbury Public Library (TWX)
THAYER COUNTY.....	Alexandria Public Library
	Bruning Public Library
	Byron Public Library
	Carleton Public Library
	Chester Public Library
	Davenport Public Library
	Deshler Public Library
	Hebron Public Library

TWX Installation: Lincoln, Nebraska 68508
CAPITOL CITY REGIONAL LIBRARY

Telephone no. 402-435-4945
TWX no. 910-621-8121

Counties/Libraries included:

CASS COUNTY.....	Elmwood Public Library
	Louisville Public Library
	Nehawka Public Library
	Plattsmouth Public Library
	Weeping Water Public Library
FILLMORE COUNTY.....	Exeter Public Library
	Fairmont Public Library
	Geneva Public Library
	Milligan Public Library
	Shickley Public Library
LANCASTER COUNTY.....	Lincoln Public Library (TWX)
SALINE COUNTY.....	Crete Public Library
	DeWitt Public Library
	Dorchester Public Library
	Friend Public Library
	Swanton Public Library
	Tobias Public Library
	Western Public Library
	Wilber Public Library
SEWARD COUNTY.....	Milford Public Library
	Seward Public Library
YORK COUNTY.....	Gresham Public Library
	York Public Library

ACADEMIC PARTICIPANTS

Collect calls are made to the telephone number listed here for college and university entry into the Nebraska Telecommunications Network.

Beatrice Public Library.....402-223-3236
Peru State College

Chadron State College.....Has TWX

Columbus Public Library.....402-564-7116
Platte Junior College

Fairbury Public Library.....402-729-2843
Fairbury Junior College

Hastings Public Library.....402-462-8320
Hastings College

Kearney Public Library.....308-234-2511
Kearney State College

Lincoln Public Library.....402-435-4945
Concordia Teachers College
Doane College
Nebraska-Wesleyan University
Union College
York College

McCook Public Library.....308-345-1906
McCook College

Norfolk Public Library.....402-371-4590
Nebraska Christian College
Northeastern Nebraska College
Wayne State College

North Platte Public Library.....308-532-6560
North Platte Junior College

Omaha Public Library.....402-342-4766
Bellevue College
College of St. Mary
Creighton University
Dana College
Grace Bible College
John F. Kennedy College
Midland Lutheran College

Scottsbluff Public Library.....308-632-4424
Hiram Scott College
Nebraska Western College
Platte Valley Bible College

University of Nebraska-Lincoln.....Has TWX

University of Nebraska-Omaha.....Has TWX

VERIFICATION

Reference Interview

Suffice it to say that the most important link in the chain of communications within the telecommunications network is the local librarian's talk with the library patron who is requesting materials.

With this interview, exactly what the patron is asking should be decided. Because the system is based upon lists of materials in some sort of alphabetical order, accuracy can be dubious at best and an item one letter away from what is needed will never be found. Hours can also be spent trying to find a book that does not exist; some terrifying examples:

"4H's" by H. Hughes ... Real Title - Forages

"Mary Goldfield" ... Real Title - The Marigold Field

"Norman, Jean Biography of Marilyn Monroe" ... Real Title - Norma Jean, a Biography of Marilyn Monroe

"The Sword and the Shield, by Wilkinson" ... Real Title - The Cross and the Switchblade, by David Wilkerson

"Thesaurus" ... Real Title - The Source, by Michener

If you are able, without getting too personal, try to find out:

1. If he needs this particular book or if a substitute will do.
2. Approximate reading level needed, i.e., high school, adult, juvenile?
3. Where the patron got the information he has about the item.
4. Latest possible date that the materials can be used.

Your own card catalog is not a good source of final verification if you have tools in common with the Commission, i.e., CBI, NUC, etc. It is, however, a good place to start looking for a date in order to avoid prolonged searches in the usual verification tools. (See notes on pages 2 & 4 and Appendix III.)

Verification Tools

In principle, try to use standard tools (many are abbreviated in the list on pages 36-37) which the Commission and/or the regional libraries own in order that we may be able to double check spelling errors or transmission garbles. The idea is to cite a main entry (if it was ever established) for each request if at all possible with the tools which you have. BIP for instance is not necessarily arranged by the entry a cataloger would choose, but the Nebraska Union Catalog and our card catalog is. We will attempt to re-verify to make the request agree with the catalogs if at first we don't succeed, or if we are unable to do that, the request will be returned to the requesting library for more information from the patron.

TRANSMISSION SCHEDULES

As many messages as necessary may be sent to the Commission per day, however, it is well to number the messages so that references to specific messages may be made in sending a reply. The Commission attempts to reply to messages with 24 hours, but messages received at the Commission after 2:30 p.m. will not allow time for the searching and mailing of materials on the same day generally.

In order that difficult-to-locate items do not slow down the 24 hour reporting time, the Commission may respond with "WORKING ON" to indicate that difficulty. One suggestion to help speed up communications is to send more messages per day with fewer requests per message. Very difficult, time-consuming, or any un-verified items might be relegated to a separate message by themselves.

Each request will be dated, and if more than one message is sent on the same date, messages should indicate MSG 2, MSG 3, etc. Each library is responsible for keeping its own record of the transmissions.

NEBRASKA UNION CATALOG (UC)

Any book that is requested by a public library that is not in the collection of the Library Commission, or not on order, is automatically searched for locations in the Nebraska Union Catalog. Those locations are reported back to the inquiring library who may then follow the procedures outlined beginning on page 31 of this manual for securing a book on Interlibrary Loan.

The Nebraska Union Catalog, started in WPA days, contains only main entry adult catalog cards for 30 Nebraska libraries listed on page 30. There is no subject or title approach and it is usually not possible to locate children's books in it. It requires libraries some time to send in their cards and more time to interfile those cards, so books newer than 6 months old may not be found there. Libraries are reluctant to loan popular books to other than their own clientele in addition, so thought should be given to purchase at the local level before sending requests to the Commission for brand new books.

Dates of the publication of books are extremely important because the Union Catalog is divided into several, and changing, time divisions. Upwards of 5 alphabets must be searched if a date cannot be found. We also will use date in making any effort to double check a citation.

If a corrected entry is also given in addition to locations for a book, that corrected entry must be used in any ensuing interlibrary loan transactions with the lending library.

Analytic cards are not included in the Nebraska Union Catalog. As an author or main entry catalog it is no longer the purpose of the Union Catalog to furnish the kind of subject or analytic approach the old analytic cards supplied, particularly with the advent of many indexes and bibliographic tools. It is important therefore that bibliographic references be complete so that material which may be cataloged separately, but is actually part of a serial or set, will also be requested by serial or set name, co-author, individual number and date, as well as by author and title.

BIBLIOGRAPHICAL CENTER FOR RESEARCH, DENVER

For books needed for any serious prupose which cannot be located in the State of Nebraska, you may indicate that the request is to be forwarded to the Bibliographical Center in Denver, and the locations which they show in 11 mountain-plains states are then sent by TWX back to the inquiring library.

All requests to the Bibliographical Center are to be sent through the Nebraska Public Library Commission. The scope of what may be requested through this system is determined at the local level keeping several points in mind:

> Refer to the Model Code (see page) Section v./3/ "Under the terms of this agreement, borrowing libraries will not ordinarily request books in current and/or recurring demand"; however, V./1. says that any type of material needed for the purpose of study, instruction, information, research, or personal enjoyment may be requested on loan but the lending library in each case has the right to determine whether a particular item should be loaned. In addition to these considerations, please take into consideration the expense involved in making these requests when the item is readily available locally. The Commission today pays a bill of $3,000 per year for statewide membership and $1, $2, or $3 per item submitted depending upon its accuracy. Indeed, it is recognized (Model Code Section IV./1.) that interlibrary lending does not relieve any library of the responsibility of developing its own study, educational, instructional, informational, and research collections to meet the ordinary needs of its users.

Every item to be forwarded to Bib Center must be decided upon separately with the patron according to the provisions of the Model Code and the librarian's own good judgement. Items are not automatically sent on to Bib but are returned for this decision to be made at the local level. If a corrected entry is returned, this other entry must be used in asking for locations from Denver.

TECHNICAL OPERATING PROCEDURES

General

Actual operation instructions are covered in the TELETYPEWRITER OPERATING INSTRUCTION HANDBOOK #33, which is given to each library when the machine is installed. Additional information is available from Western Union whenever necessary.

Many libraries in the United States and Canada are employing TWX for Interlibrary Communications. It is suggested that individual libraries maintain a file of correspondence with these libraries, and refer to this file for any particular points of policy or regulations concerning interlibrary loan and/or use of TWX for a particular library.

In Case of Trouble

Make sure the machine is plugged in, and that there has not been a power failure. If power is available, then call your own TWX service representative at the Western Union trouble number which became effective April 1, 1971. (List your trouble number here:) _____ Be sure to give the TWX number of your station when calling for service.

In case of prolonged and general trouble (an example might be a general strike which put all our TWX's out of commission, all at once, or disaster or ...) we feel that some procedure should be outlined in order that service may be continued. It is recommended that you continue to prepare your inquiries of the Commission (and elsewhere if necessary) by typing in regular form with the machine on "local". Mail one copy of your request to the Commission and the Commission will answer, in the brief teletype form, over the telephone just as it would otherwise. This will enable the local participating libraries to call you as before, it will allow for continuation of the usual procedures when full service is restored, and it will provide for rapid communication at least in one direction. In this process it will still be necessary for the TWX library to retain a copy of the request as usual because the answers will be given in the usual brief form with referral to date and number of request instead of author, title, etc.

To Interrupt a Message

When the BREAK key is used on the TWX, the operator applying the BREAK must release it. The operator of the other machine cannot. If it is necessary to break a transmission momentarily for a slight adjustment of the machine or to check your response, after breaking, type MIN PLS. This will let the other operator know that the transmission can be continued shortly. If it is necessary to break because a message is coming in garbled, or because your machine is out of paper, let the caller know the reason for the break, then clear the machine.

SUPPLIES

Paper providing one carbon copy is recommended for use. It should be ordered as follows: Teletype Paper for Type 33 Teletypewriter Machine, 8-7/16" wide, 4-1/2" diameter roll, 2 copy.

New ribbons should be installed as the need arises. Their specifications are as follows: Standard Ribbon for Type 33 Teletypewriter Machine, Nylon, Black, Record, Medium, ½" wide.

These supplies may be purchased from any paper or office supplier. You may wish to note your local supplier here: _____

TAPE

TWX machines are equipped to use perforator tape. This speeds messages and allows for accuracy since errors can easily be corrected. Tapes should be sent in corrected form to save TWX time and insure accuracy. If you have any questions about operation of the tape attachment, consult your local TWX representative at Western Union.

Paper perforator tape for the automatic sending of messages on machines so equipped should be ordered as follows: Paper Perforator Tape for Type 33 ARS Teletypewriter Machine, 8 channel, 1" wide, 8" diameter roll, oiled.

TWX OPERATION including INSTRUCTIONS FOR FORMATS

Steps

1. When the called library is contacted, the TWX machine of that library will automatically print the answerback code for that library. This is the first line of the transmission. Use the "Line Feed" key and "Return" key for each space between lines. Please double space routinely.

2. Use "Here Is" key to identify your library on the next line. Double space.

3. On the next line, type the date in standard form. Double space.

4. Give the name and location of the library that wants the material. (For ABC Library, ABC) (See sample on page .) Double space again and begin with the requests for that library.

5. Number each request individually, i.e.: 1. ------
   2. ------

6. Give the following information which will be necessary according to the format of the item requested:

   For Author/Title Requests give:

   a. Author's full name, first, last and middle initial or name if possible, spelled correctly.
   b. Title given fully, correct order of words established.
   c. Publisher.
   d. Date.
   e. Where you verified the request.
   f. If you were not able to verify, where you looked, where patron got his information, fiction or nonfiction, old or recently published, and other relevant information.

   For Subject Requests give:

   a. Subject defined as narrowly as possible.
   b. Age level, or, really, reading level.
   c. Purpose or way the material is to be used.
   d. Whatever else about the request is of importance to the patron.
   e. What you have been able to supply already.

   For Periodical Requests give:

   a. Author of the article.
   b. Title of the article.
   c. Title of the magazine.
   d. Volume number of the magazine issue wanted.
   e. Date of issue wanted.
   f. Inclusive paging of article wanted.
   g. Verification source.
   h. If you were not able to verify, where you looked, where patron got his information, and other relevant information.

   The regional library will TWX directly to Omaha (910-622-0755) or Scottsbluff (910-627-0063) for microfilm copies, or to some other regional library for xerox copies, after checking the following lists:

   "Microfilm Holdings of the Scottsbluff and the Omaha Public Libraries"
   "Periodical Holdings of the Regional TWX Libraries"

(Steps 7 through 11 on page 23.)

Microfilm print-out copies will be provided through contract with Omaha and Scottsbluff by NPLC.

Xerox copy of the printed word for which there may or may not be a charge to the borrowing library will come from one of the regional libraries. For unusually long articles where a special need for photocopy exists, the two libraries involved in the transaction are responsible for appropriate arrangement in each specific instance.

For all other periodical requests (except see below, For Biomedical Requests) please ask NPLC for locations.

For 16mm Films give: (At least a month in advance.)

a. Title of film and alternate titles acceptable.
b. Showing date and alternate dates if possible.
c. Type of audience. (Particularly for Police Films.)

The regional library will TWX directly to Lincoln Public Library (910-621-8121)

For Biomedical Requests: (For fuller format see Appendix I.)

Contact the Midcontinental Regional Medical Library (TWX 910-622-8353) or call free to 800-742-7331, extension 4646 (8:30 a.m. - 5:00 p.m., Monday through Friday, Central Time).

The best source for biomedical technical requests is this Regional Library of the National Library of Medicine housed in the University of Nebraska Medical Center Library. No charge can be made for their services.

If your patron is in a health profession, engaged in health care, education of health professionals or doing biomedical research, you or your patron may call for free information through the courtesy of the Nebraska-South Dakota Regional Medical Program.

The Midcontinental Regional Library will provide xerox materials, interlibrary loans, reference service, and help you originate a MEDLARS subject search of the National Library of Medicine holdings. Replies will be made directly to the requesting library if they must refer a problem on or if they can't fill it. They do not reply if the item can be mailed immediately. You must specify the date after which the material no longer is needed.

For Materials for the Blind or Physically Handicapped:

Contact the Commission and specify that the request or message is to go to the Library for the Blind and Physically Handicapped.

Transmit four extra line feeds and repeat sending library answerback code and the date before beginning this separate message which will be sent directly to the appropriate department.

When ordering, libraries should be sure to indicate the medium desired by the patron. This can be done by using the following symbols: L.P., Large Print; BR., Braille; M.T., Magnetic Tape (open reel); C.B., Cassette Book. Items may be ordered by Library of Congress number found in catalogs provided to the patron by the Library of Congress and, of course, they may be ordered also by title and author. Machines may be requested in this same way.

For Government Document Requests:

a. FEDERAL DOCUMENTS - verify if possible in the Monthly Catalog of U.S. Publications. Give date and page of catalog and copy of complete entry, including Superintendent of Documents number.

If unable to verify in Monthly Catalog, give:

(1) The author agency, including the appropriate sub-agencies, i.e., Department of Transportation, Federal Highway Administration, Bureau of Public Roads.

Use official, not popular, names of agencies.

If there is an individual author as well as a government agency include both.

(2) Full title and subtitle.
(3) Date or approximate date.
(4) Subject.
(5) Source of information where patron learned of document.
(6) Superintendent of Documents number, if known.

b. STATE DOCUMENTS - give name of state and then follow steps 1 through 5. (In a. above.)

It is not always possible to obtain all of the above information, but PLEASE include as much as you can because documents are notoriously difficult to locate.

See samples on pages 24 & 25, #12 & #13.

Steps

7. Send ver: and the verification of the reference, using standard form and abbreviation. If you have been unable to verify but the source of the reference is known, indicate NAV plus Source; and give any and all known information about the item.

8. Include any specific remarks, comments or questions relating to this request, such as "copy lost", "many requests", etc.

9. If this is the last request of the message, double space and send the word END, followed by the initials of the operator. After all typing is completed, space up 5-10 lines (to move the message up at the receiving station, out of the way of the next message which the station might receive).

10. If an acknowledgement is required at the end of a transmission, send ACK PLS, and ring the bell three times. (Press the "CTRL" key simultaneous with the "BELL" key to actuate the bell.)

11. At the end of every transmission wait a few seconds to see if the called station wants to break in and ask any questions, or make any comments. If there is no response, then terminate the transmission by pressing the "CLEAR" key.

SAMPLE REGIONAL LIBRARY REQUEST TO NPLC

NEBR PLC

X REGIONAL LIBRARY

3-2-71

PLS SEND OR LOC

1 BORING, EDWIN G. HISTORY OF EXPERIMENTAL PSYCHOLOGY 1950 NAV
PATRON FOUND IN BIBLIOGRAPHY OF "FOUNDATIONS OF PSYCHOLOGY" BY THIS SAME AUTHOR.

2 KRAENZEL, CARL F. GREAT PLAINS IN TRANSITION U OF OKLA 1955
BIP '70. IF NO LOCS, PLS TRY BIB.

3 SUBJ: SCALE MODEL FOR CONESTOGA WAGON. PATRON WANTS TO MAKE A MODEL FOR A CUB SCOUT PROJECT. NEEDS JUVENILE MATERIAL.

XEROX REQUESTS:

4 AMERICAN HERITAGE, AUG. '70 PP 39-43. CASE OF THE DISAPPEARING COOK.
RG SUBJ: SOPER, GEORGE ALBERT. NOT ON MICROFILM LIST.

5 POPULAR SCIENCE, SEPT. '70 PP 78-79. HOW SNOWMOBILES HAVE CHANGED!
RG. SHALL WE TRY SCOTTSBLUFF OR OMAHA?

6 RE: 1-20-71 #3 SCHNEIDER, NORMAN HYPNOTISM & YOU EXPOSITION
1962 BIP '70 PLS TRY BIB.

FOLLOWING FOR XYZ COUNTY LIBRARY, D-VILLE

7 SANDOZ, MARI CHRISTMAS OF THE PHONOGRAPH RECORDS U OF NEBR PRESS
1966 CBI JAN-JULY 1967. OUR COPY OUT. WE NEED IMMEDIATELY.

8 SUBJ: HISTORICAL MATERIAL ON BOWIE KNIFE FOR JR. HIGH. WE FIND
NOTHING IN READER'S ADVISOR AND SGBIP.

FOLLOWING FOR ABC PUBLIC LIBRARY, ABC

9 CARTER, MEL PARENTS, WHAT'S YOUR PROBLEM TYNDALE N.D. BIP '70.

10 EPSTEIN, SAM & BERYL HURRICANE GUEST (GR 2-5) RANDOM 1964
BIP '70. IF THIS IS OUT, PLS SUBST JUV MATERIAL ON HURRICANES.

11 STUART, JESSE THREAD THAT RUNS SO TRUE SCRIBNER 1949, REV ED
STAND CAT. CAN USE ANY EDITION.

12 INTERIOR DEPARTMENT. FEDERAL WATER QUALITY ADMINISTRATION. "PRACTICAL GUIDE TO WATER QUALITY STUDIES OF STREAMS" U.S. GOV DOC 1969 VER
IN MONTHLY CAT AUG, '70 P 47. DEPOSIT ITEM SUP DOCS NUMBER: I 67. 8 ST8.

Cont.. Sample Regional Library Request to NPLC

13 NEBRASKA.COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE. ARNOT, MARIE. FOR BETTER OR WORSE? NEBRASKA'S MISDEMEANANT CORRECTIONAL SYSTEM. 1970. SUBJECT-LOCAL JAILS PATRON READ ABOUT IT IN LINCOLN STAR, JUNE 3, 1971, P 3.

14 SUBJ: BIOGRAPHICAL MATERIAL ON: LUCAS SCHWARTZKOPF - 19TH CENT. GERMAN PAINTER. ASSUMED DECEASED. PATRON BELIEVES THIS IS CORRECT SPELLING AND SAW PAINTING OF HIS IN FINE ART MUSEUM, BOSTON.

15 SUBJ: ROCK GARDENS. ADULT PATRON WISHES INFO FOR HOME USE. WE SENT: FOSTER, H. LINCOLN ROCK GARDENING HM 1968 PATRON WANTS 2 MORE REFERENCES.

END SK
NEBR PLC

SAMPLE REGIONAL LIBRARY REQUEST TO NPLC -- ANNOTATED

NEBR PLC (Called Library Answerback Code)

X REGIONAL LIBRARY (Sending Library Answerback Code)

3-2-71

All requests start with the identification of the receiving library, the identification of the sending library, and the date of the request. Book requests should be alphabetized by author's last name, then by title. Title requests should be listed first, then subject requests, requests for copies from magazines, etc. In other words, requests should be grouped together by format within the library designation to which the materials will be sent.

PLS SEND OR LOC

1 BORING, EDWIN G. HISTORY OF EXPERIMENTAL PSYCHOLOGY 1950 NAV PATRON FOUND IN BIBLIOGRAPHY OF "FOUNDATIONS OF PSYCHOLOGY" BY THIS AUTHOR.

Numbering allows the Commission to reply to the message by corresponding number and this avoids copying the entire original entry. However, it does then require the TWX library to keep the original request until all numbers have been satisfactorialy answered. Double spacing is extremely important for clarity.

In this message it is indicated (NAV) that the library did not have verification tools which allowed them to see the item in correct form (see section on Verification, p. 17). This will indicate to Commission staff that the entry shall be presumed to be correct until it is not found in either the Commission or Nebraska Union Catalog. It will then be found in some Commission verification tool to correct the form or will be returned to the regional library to obtain more information from the patron.

2 KRAENZEL, CARL F. GREAT PLAINS IN TRANSITION U OF OKLA 1955
BIP 1970. IF NO LOCS, PLS TRY BIB.

Requests need to be verified in so far as it is possible before message is sent, and when verified, indication of source should be mentioned in the message, using abbreviations as listed in this manual (see p 36).

The notation to send to BIB indicates that a judgement has been made about the importance, price, availability, and suitability to local collections of this book. (see Bibliographical Center for Research, p. 18 , and Model Code section V-3, p. 39).

Commission staff will attempt to verify in other than BIP if not located in Nebraska and it is necessary to send to BIB. The reason for this is that BIB is dealing with library main entries also and BIP makes its own determination of entry, not necessarily that which a cataloger would establish. CBI and Library of Congress catalogs do establish main entries.

3 SUBJ: SCALE MODEL FOR CONESTOGA WAGON. PATRON WANTS TO MAKE A MODEL FOR A CUB SCOUT PROJECT. NEEDS JUVENILE MATERIAL.

(See section under Verification Tools, p. 17). Information given here tells the Commission the reading level and how the information will be used. Commission assumes that the regional and local libraries have already searched for specific titles to supply or request. This is especially important in order not to overlook books already at the local level which did not get located in the library's card catalog under subject. For instance, Childrens', Junior High School and Senior High School level catalogs of the Standard Catalog series and lists of books in Encyclopedias after specific articles and in the Bibliography volumes will many times alert the local librarian to materials locally owned which have been overlooked. Also, of course, the fewer subject requests that the Commission must search, the faster the entire service to all the libraries of Nebraska. Request titles found in subject lists if at all possible.

XEROX REQUESTS:

4 AMERICAN HERITAGE, AUG. '70 PP 39-43. CASE OF THE DISAPPEARING COOK. RG
SUBJ: SOPER, GEORGE ALBERT. NOT ON MICROFILM LIST.

5 POPULAR SCIENCE, SEPT. '70 PP 78-79. HOW SNOWMOBILES HAVE CHANGED! RG.
SHALL WE TRY SCOTTSBLUFF OR OMAHA?

Setting these off from the rest of the requests indicates immediately that they are not to be searched in the Commission Catalog which lists only books. Indication is given that the requesting library has checked the Omaha and Scottsbluff microfilm holdings list and did not find American Heritage listed for this date. (See Commission answers, p. 29). #5 should be obtained from nearer library.

6 RE: 1-20-71 #3 SCHNEIDER, NORMAN HYPNOTISM & YOU EXPOSITION 1962
BIP '70 PLS TRY BIB.

This is the regional library's return information for a previously not-verified request which was not located in Nebraska. They are using the Commission's corrected entry this time because the Commission had been able to verify. Original library has decided upon the necessity of sending to BIB.

Author's full name should be given, including middle name, if known, particularly if searching must be done in some kind of union catalog where there can be two drawers of "Smith, P." There will be fewer "Smith, Peter"'s at least, and fewer still "Smith, Peter Harrison"'s.

FOLLOWING FOR XYZ COUNTY LIBRARY, D-VILLE

7 SANDOZ, MARI CHRISTMAS OF THE PHONOGRAPH RECORDS U OF NEBR PRESS 1966
CBI JAN-JULY 1967. OUR COPY OUT. WE NEED IMMEDIATELY.

8 SUBJ: HISTORICAL MATERIAL ON BOWIE KNIFE FOR JR. HIGH. WE FIND NOTHING
IN READER'S ADVISOR AND SGBIP.

There is really a lot of information being given to the Commission in this transmission. It is all very helpful. Regarding number 7, requests are attended to in order of receipt at the Commission. However, a cry of immediate need or rush and some explanation occassionally will occur and attention is given as quickly as possible. Implication of this for all the other libraries in the state will be obvious and restraint will need to be exercised.

FOLLOWING FOR ABC PUBLIC LIBRARY, ABC

9 CARTER, MEL PARENTS, WHAT'S YOUR PROBLEM TYNDALE N.D. BIP '70

The fact that "ND" is given tells us that the date was not just inadvertantly left off and we won't have to go back to BIP to check if the request has to go to the Nebraska Union Catalog. As the request stands here we will search the Commission catalog. If not found there, we'll double check to see that the item is correctly spelled, if not, try to find it under corrected spelling in Commission catalog. Because the Union Catalog is divided at various (and changing) parts of the alphabet and dates we'll try to verify in some tool which will give a date. Otherwise, it might have to be run through many alphabets for a Nebraska Union Catalog search. This request would not be sent to BIB, but will be returned to the requesting library for that determination.

10 EPSTEIN, SAM & BERYL HURRICANE GUEST (GR 2-5) RANDOM 1964 BIP '70.
IF THIS IS OUT, PLS SUBST JUV MATERIAL ON HURRICANES.

BIP does give grade level and we're happy to get that information. The Commission has children's books to lend but children's titles are not submitted to the Nebr. Union Catalog. There are exceptions when the level gets up about 6th grade on because these books are placed in Young Adult or Adult collections sometimes and we then receive the cards and thus, locations for them.

The information about permission to substitute is well given here. Be precise enough that we know what you would like substituted. "Pls Subs" after the titles Hurricane Guest, or Plane and Spherical Trigonometry is not definitive enough if Commission staff does not know whether the subject or just a work of fiction for grade 2-5 reading level is wanted, or if the Commission has only a spherical trigonometry book on hand. As stated here, subject wanted must be specified.

11 STUART, JESSE THREAD THAT RUNS SO TRUE SCRIBNER 1949, REV ED
STAND CAT. CAN USE ANY EDITION.

The information about "any edition" is useful because the Commission should be trying to supply the exact books which you specify.

12 INTERIOR DEPARTMENT. FEDERAL WATER QUALITY ADMINISTRATION. "PRACTICAL GUIDE TO WATER QUALITY STUDIES OF STREAMS" U.S. GOV DOC 1969 VER IN MONTHLY CAT AUG, '70 P 47. DEPOSIT ITEM SUP DOCS NUMBER: I 67.8 ST8.

See section under Federal Documents, p. 23.

13 NEBRASKA.COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE. ARNOT, MARIE. FOR BETTER OR WORSE? NEBRASK'S MISDEAMEANANT CORRECTIONAL SYSTEM.1970. SUBJECT-LOCAL JAILS. PATRON READ ABOUT IT IN LINCOLN Star, June 3, 1971, p.3.

See section under State Documents, p. 23.

14 SUBJ: BIOGRAPHICAL MATERIAL ON: LUCAS SCHWARZKOPF - 19TH CENT. GERMAN PAINTER. ASSUMED DECEASED. PATRON BELIEVES THIS IS CORRECT SPELLING AND SAW PAINTING OF HIS IN FINE ART MUSEUM, BOSTON.

This information may be extremely valuable in locating this biographical information. It has been given according to the librarian's knowledge of the general arrangement of biographical reference tools; living or dead, occupation, regionality, country, etc.

15 SUBJ: ROCK GARDENS. ADULT PATRON WISHES INFO FOR HOME USE. WE SENT: Foster, H. LINCOLN ROCK GARDENING HM 1968. PATRON WANTS 2 MORE REFERENCES.

Excellent amount of information. The commission will be certain not to duplicate what they have sent. The approximate amount of desired materials is meaningful and the practical use to which the information will be put determines what kinds of books will be sent. However, if the regional library or originating library had consulted the analytics in the Public Library Catalog or some other subject approach, the materials might have been found to be closer to home than Lincoln.

The only additional annotation to this particular message might be that it could have been sent to the Commission in a couple of separate messages. We try to get answers out just as quickly as possible and will many times return a reply with "working on" so that we don't hold up easily solved items for something that requires subject search or re-verification. If the more complex items on this list came separately we would answer the easier message totally and right away and not run the risk of forgetting to go back and answer some part of a delayed item. This of course, is up to the regional library.

SAMPLE NPLC ANSWER TO REGIONAL LIBRARY

X REGIONAL LIBRARY

NEBR PLC
3-3-71
RE: 3-2-71

1 AT OC, PERT, HC, LW, WAYT, AND O

2-3 SENDING

4 INDICATED AT 10 LIBS ON THE PRINTED WORD PERIODICAL LIST. PLS BORROW DIRECTLY.

5 PLS TRY SCOTTSBLUFF

6 SENDING TO BIB

TO XYZ COUNTY LIBRARY, D-VILLE

7 SENDING

8 SENDING 2 BOOKS

TO ABC PUBLIC LIBRARY, ABC

9 SENDING

10 SUBS 2 BKS ON HURRICANES

11 SENDING

12 AT U

13 SENDING FOR 2 WEEKS FROM COLL. OF NEBRASKA STATE (LAW) LIBRARY

14 WORKING ON

15 WORKING ON

LIST OF LIBRARIES INCLUDED IN NEBRASKA UNION CATALOG

Nb	State Library	Lincoln
NbB	Beatrice Public Library	Beatrice
NbChT	Chadron State College	Chadron
NbCrD	Doane College	Crete
NbFb	Fairbury Public Library	Fairbury
NbFc	Falls City Public Library	Falls City
NbFr	Fremont Public Library	Fremont
NbFrM	Midland College	Fremont
NbG	Grand Island Public Library	Grand Island
NbH	Hastings Public Library	Hastings
NbHC	Hastings College	Hastings
NbHi	*State Historical Society	Lincoln
NbKT	Kearney State College	Kearney
NbL	Lincoln City Library	Lincoln
Nb-LC	Nebraska Public Library Commission	Lincoln
NbLU	Union College	Lincoln
NbLW	Nebraska Wesleyan University	Lincoln
NbNc	Nebraska City Public Library	Nebraska City
NbNf	Norfolk Public Library	Norfolk
NbNp	North Platte Public Library	North Platte
NbO	Omaha Public Library	Omaha
NbOC	Creighton University	Omaha
NbOLA	*Joslyn Memorial	Omaha
NbOM	University of Nebraska at Omaha	Omaha
NbPerT	Peru State College	Peru
NbS	Scottsbluff Public Library	Scottsbluff
NbSHS	Hiram Scott College	Scottsbluff
NbU	University of Nebraska	Lincoln
NbU-M	College of Medicine	Omaha
NbWayT	Wayne State College	Wayne

* for consultation only, does not circulate materials.

INTERLIBRARY LOANS

Clearing

Interlibrary loan requests will have to be cleared through the Nebraska Public Library Commission, where locations have been checked in the Nebraska Union Catalog or the Bibliographical Center for Research in Denver. Therefore, in requesting a book on interlibrary loan from another library, the message should indicate that this was "verified by NPLC", just as it is indicated when mailing the official ALA Interlibrary Loan Forms.

Requesting

The following libraries require only the same format for requesting their materials that is used when communicating with the Commission:

Beatrice Public Library
Chadron State College Library
Columbus Public Library
Fairbury Public Library
Grand Island Public Library
Hastings Public Library
Holdrege Public Library
Kearney Public Library
McCook Public Library
North Platte Public Library
Norfolk Public Library
Omaha Public Library
Scottsbluff Public Library
Sidney Public Library
University of Nebraska-Omaha
Valentine Public Library

(Note: even though some of these libraries will not be cited through the Nebraska Union Catalog, you may at times need to request a periodical copy from the "Printed Word" Periodical Holdings List.)

The following Nebraska Union Catalog libraries require the ALA Interlibrary Loan format for TWX when requesting their materials. That format is repeated on the next page:

Lincoln Public Library
Love Library, University of Nebraska-Lincoln (also accepts mailed ALA Forms)
University of Nebraska, College of Medicine Library, Omaha
(Regional Medical Library)

The following libraries may have their materials requested in ALA Format by TWX to the library indicated here. (They also accept mailed Interlibrary Loan Forms.):

Doane College Library.....through Lincoln Public Library TWX
Union College Library.....through Lincoln Public Library TWX
Nebraska Wesleyan University Library...through Lincoln Public Library TWX

ALA TWX FORMAT (From Sarah Thompson's "Interlibrary Loan Procedure Manual")

PERIODICAL ARTICLE request by teletype:

X REGIONAL LIBRARY (full address and zip code are extremely important)

ILLRQ 1 2/MARCH/71

INTERLIBRARY LOAN
X REGIONAL LIBRARY
X, NEBRASKA 68000

FOR: ABC LIBRARY

JOURNAL OF INTER-AMERICAN STUDIES V. 1 1962
ALBA, SAUL: LATIN AMERICA: THE MIDDLE CLASS REVOLUTION:
  PROSPECTS FOR CHANGE PP 66-77
VER: NEBR UNION CAT & PAIS 1963, P 333
AUTHORIZED: B. JONES

REMARKS: PLS XEROX

END ILLRQ 1
X REGIONAL LIBRARY
END SK (OR MORE)

BOOK request by teletype:

X REGIONAL LIBRARY (full address and zip code are extremely important)

ILLRQ 1 2/MARCH/71

INTERLIBRARY LOAN
X REGIONAL LIBRARY
X, NEBRASKA 68000

FOR: MRS. JOHN SMITH, PATRON

BORING, EDWIN G.
HISTORY OF EXPERIMENTAL PSYCHOLOGY. APPLETON-CENTURY-CROTS, 2ND ED, 1950
VER: NEBR UNION CAT
AUTHORIZED: B. JONES

REMARKS: MAY WE PLEASE BORROW
          PLS NOTIFY IF YOU CAN OR CANNOT SUPPLY

END ILLRQ 1
X REGIONAL LIBRARY
END SK (OR MORE)

9/71

No. 488 GAYLORD BROS. INC.

Date of request:

Borrowing Library

Fill in left half of form including both library addresses in full

Call-No.

Interlibrary Loan Department
Beatrice Free Public Library
Beatrice, Nebraska 68310

For use of Patron — Status — Dept.

Fold here

Author (or periodical title, vol. and year)

Pope, Alexander

Title (with author & pages for periodical articles) (Incl. edition, place & date) ☐ This edition only

The Poetical works of Alexander Pope, ed. ...
by Adolphous William Ward. London, Macmillian, 1907

Send sheets A, B and C to lending library, and enclose shipping label

Verified in (or source of reference) Nebraska Union Catalog through NPLC

Lending Library

Fill in pertinent items under REPORTS; return sheets B and C to borrowing library

If non-circulating, please supply ☐ Microfilm ☐ Hard copy if cost does not exceed $____

Interlibrary Loan Department
Fairbury Public Library
Fairbury, Nebraska 68352

Form rev. 1-68

Note: The receiving library assumes responsibility for notification of non-receipt.

AUTHORIZED BY: Mrs. Mary Beckwith
(FULL NAME)
Title

REGISTERED TRADEMARK OF THE NATIONAL CASH REGISTER COMPANY

A REQUEST

INTERLIBRARY LOAN REQUEST

According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by

SENT BY: ☐ Library rate ☐ _____

Charges $_____ Insured for $_____

Date sent _____

DUE _____

RESTRICTIONS: ☐ For use in library only

☐ Copying not permitted ☐ _____

_____

NOT SENT BECAUSE:

☐ In use
☐ Non circulating
☐ Not owned
☐ _____

_____

Estimated Cost of: Microfilm_____

Hard copy_____

BORROWING LIBRARY RECORD:

Date received_____

Date returned_____

By ☐ Library rate ☐ _____

Postage enclosed $_____ Insured for $_____

RENEWALS: *(Request and report on sheet C)*

Requested on_____

Renewed to_____
(or period of renewal)

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When several requests are included in a single message transmission, each and every separate request must bear its own lending library code, date, identification number AND FULL NAME AND ADDRESS OF BORROWING LIBRARY, since each transaction may be cut apart from the others and handled and shipped separately. After each individual request, type the word "more" and space up 3 lines.

The following libraries may have their materials requested in NPLC format by TWX to the library indicated here. (They also accept mailed Interlibrary Loan forms.)

Falls City Public Library.....through Beatrice Public Library TWX
Hastings College Library.....through Hastings Public Library TWX
Hiram Scott College Library.....through Scottsbluff Public Library TWX
Kearney State College Library.....through Kearney Public Library TWX
Nebraska City Public Library.....through Beatrice Public Library TWX
Nebraska Western College Library.....through Scottsbluff Public Library TWX
Peru State College Library.....through Beatrice Public Library TWX
Platte Valley Bible College Library....through Scottsbluff Public Library TWX

The following libraries require the ALA Interlibrary Loan form by mail: (for sample, see next page)

Creighton University Library
Fremont Public Library
Midland College Library
Wayne State College Library

Mailing

A return mailing lable should be included in each shipment of interlibrary loans in order to assure accuracy of return of the materials.

Libraries will find it advantageous in terms of speed and not prohibitively expensive to send photocopies of periodical articles by First Class Mail whenever possible.

Postage, insurance and photocopying costs should not be refunded to the lending library unless otherwise specified.

Do return these costs to: (complete list as you encounter exceptions)

Love Library, University of Nebraska-Lincoln

We are hoping that (re. Model Code, Section VI./2/) in the interests of efficiency, lending libraries will absorb nominal costs for these, but you will want to check on the individual situation as it develops.

Renewing

Renewals usually are not possible on interlibrary loans. If ever you must refer to a book already borrowed however, include the call number and due date of that transaction.

NPLC does not renew its four-week loan.

Reporting

All requests should be answered in some manner within 24 hours. The lending library should reply either that the book is going out at once, or if it cannot be sent, the reason for not sending should be indicated.

(Please note: the University of Nebraska at Lincoln, Love Library, has as its policy that they "do not make it a practice of confirming that a request is being sent unless the requesting library has made a special point of asking.")

The reply "not available" is inadequate. Reports should specify why the article is not being loaned.

The item which is the subject of the report message need not be referred to by its full description. It will suffice to refer to the item by the date of the previous message and the specific number on that request.

If a new and popular item is requested, the report should specify how long the waiting lists are. Note should also be taken of the underlined statement on page . The regional libraries do attempt to help small local participating libraries whenever po-sible, but local libraries should be prepared to wait for these materials or attempt to supply them from their collections.

Returning

Interlibrary loans are a privilege not a right extended by the lending library to the library which is borrowing items for its patron. It is only the most elementary courtesy to return materials to the lending institution on time and in the same condition that they were loaned.

There follows a sample form which the borrowing library may find helpful in controlling the circulation of interlibrary loan materials.

This is only a sample. It could be in the form of a 3x5 card in order to be filed in the circulation drawer of the borrowing library. A good idea is to file separately those items being circulated which have been borrowed from other libraries and to file them by the date which they must be mailed back (or a couple days ahead of time) to the lending library. (Other samples which have worked at various libraries appear in Appendix III, page 49.)

INTERLIBRARY LOAN

_____
Author

_____
Title

_____
Pub. Date

_____
Patron Phone

Not wanted after _____

_____ Sent to Union Catalog

_____
Library

Received _____
Postage Due _____
Loaned _____
Due Here _____
Returned _____

Verifying

Please refer to the major section in this manual which deals with verification. In making interlibrary loan requests, please include exact verification source just as you would when sending to the Commission or when using the ALA ILL format.

"Not Wanted After"

Be absolutely certain to indicate the latest possible date that the material can be used whenever you request materials from anyone.

Substitution

Be sure to indicate whether a substitute would be acceptable, otherwise the exact book, copyright date and edition should be supplied.

ABBREVIATIONS

It has been found that extensive and elaborate coding schemes are cumbersome, difficult to use, and subject to misinterpretation and error. The advantages of plain-test usage are obvious, and with the present rate structures there are no appreciable cost reductions to be realized through the use of coded messages. However, there are several common abbreviations used in general teletypewriter communications, which we have listed below. These are not all Standard International Telecommunications abbreviations. Their occasional use may be convenient, and there should be no conflicts with formats or bibliographic practice.

Do not use abbreviations for requested titles and authors.

COMMON ABBREVIATIONS FOR TWX COMMUNICATIONS
including
ACCEPTABLE ABBREVIATIONS FOR USE IN VERIFICATION OF INTERLIBRARY LOAN REQUESTS

ABR RG.....Abridged Readers Guide
ACK.....Acknowledge
ANS.....Answer
ASAP.....As Soon As Possible
ATTN.....Attention
B BKS CH (year).....Best Books For Children
BI (vol).....Biography Index
BIB.....Bibliographic Center for Research, Denver
BIP (year).....Books in Print
BK REV DIG (year).....Book Review Digest
BKLST (date).....Booklist
BPR (year).....Book Publishing Record
BY.....Busy
CA (vol).....Contemporary Authors
CBI (years).....Cumulative Book Index
CH CAT.....Childrens Catalog
CLD.....Called
CLG.....Calling
DAB.....Dictionary of American Biography
DNB.....Dictionary of National Biography
EGLI (year).....Essay and General Literature Index
FIC CAT.....Fiction Catalog
FORTH.....Forthcoming Books and New Books In Print
GA.....Go Ahead
GAP.....Go Ahead Please
GI (edition).....Granger Index

ILLRQ #.....Interlibrary Loan Request Number
INFO.....Information
LCC.....Library of Congress Catalog
LJ (date).....Library Journal
LOCS.....Locations
MAT.....Material
MIN.....Wait One Minute
MSG.....Message
MO CAT (date, page of cat.; complete entry for item).....Monthly Catalog of U.S. Government Publications
NAV.....Not Able to Verify
ND.....No Date Given
NLA.....Nebraska Library Association
NUC.....National Union Catalog
NYT BK REV.....New York Times Book Review
OK.....All Right, Yes
OX-.....Any Oxford Companion
PI (year).....Play Index
PL CAT.....Public Library Catalog
PLS.....Please
PTLA (year).....Publishers Trade List Annual
PW (date, page).....Publishers Weekly
R.....Are
RA.....Readers Advisor
RE.....In Reference To
RG.....Readers Guide to Periodical Literature
REQ.....Request
RES.....Reserve
RU.....Are You
SSI.....Short Story Index
STAND CAT.....Standard Catalog
SGBIP (year).....Subject Guide to Books In Print
SUBJ.....Subject
TNX.....Thanks
TWX.....Teletypewriter Exchange System
U.....You
UC.....Union Catalog (Nebraska)
UR.....Your
VER.....Verify or Verified
VOL.....Volume
WW (year).....Who's Who
WW IN AM (year).....Who's Who In America
Winchell.....Winchell's Guide to Reference Books

Additional sources and abbreviations used by local library:

You are further directed to the Bowker Annual for 1969, pages 270-76, for "Book Trade and Library Acronyms and Initialisms", and to the ALA Code which further provides abbreviations used in citing verifications and locations. Abbreviations for the publishers cited in requests may be those used by BIP.

Taken from "THE MODEL CODE", adopted by the ALA, Reference Services Division, Interlibrary Loan Committee, revised January 28, 1969, and adapted by an ad hoc committee of the Nebraska Library Association to be presented to the membership of the Nebraska Library Association for their consideration at the 1971 Fall NLA State Meeting with a recommendation that it pass.

This code is a voluntary agreement adopted by the Nebraska Library Association on _____, to govern interlibrary lending among libraries in the State of Nebraska. Although correlated with the ALA National Interlibrary Loan Code, 1968 (adopted by the Reference Service Division, acting for the American Library Association on June 27, 1968) this local code is intended to promote a more liberalized interlibrary loan policy among the libraries adopting it. It is based on the premise that lending among libraries for the use of an individual in the State of Nebraska, is in the public interest and should be encouraged. However, liberal interlibrary lending should be no substitute for the development of adequate collections based on the needs of the service areas represented, in libraries and library systems.

I. DEFINITION

1. Interlibrary loans are transactions in which library materials are made available by one library to another; for the purposes of this code they also include the provision of copies as substitutes for loans of the original materials.

II. PURPOSE

1. Since it is increasingly evident that it is impossible for any one library to be self-sufficient, and in the belief that the furtherance of knowledge is in the general interest, interlibrary borrowing and lending is regarded by the libraries subscribing to this agreement as essential to library service.

III. RESPONSIBILITY OF LENDING LIBRARIES

1. Lending libraries will practice as liberal and unrestrictive a policy as is possible in interlibrary loans, with due consideration to the interests of their primary clientele.
2. Lending libraries have the responsibility of informing borrowing libraries of any failure to observe the provisions of this code, and if necessary may invoke the provisions stated in Sec. XII of this code.

IV. RESPONSIBILITY OF BORROWING LIBRARIES

1. It is recognized that interlibrary lending does not relieve any library of the responsibility of developing its own collection. Each library will provide the resources to meet the ordinary study, educational, instructional, informational, and research needs of its users. Requests to borrow from other libraries will be limited to those items which the library might not be expected to own. No library should depend upon another to supply the normal needs of its clientele except under special agreement for such service.
2. Borrowing libraries will make every effort to exhaust their own resources before resorting to interlibrary loans.
3. Borrowing libraries will screen carefully all applications for loans, rejecting those which do not conform to this code. (See also Art. VII, Conditions of Loans; Art. IX, Form of Request.)

V. SCOPE

1. Any type of library material needed for the purposes of study, instruction, information, research, or personal enjoyment, may be requested on loan or in photocopy from another library. The lending library has the privilege of deciding in each case whether a particular item should or should not be provided, and whether the original or a copy should be sent. These decisions may be determined by the nature of the material or its physical condition, the degree of active demand for the material requested or any other reasons deemed valid by the lending library.
2. Under the terms of this agreement it is permissable to request on interlibrary loan:

    a. Materials collected in specialized subject fields and in special nonrestricted collections;
    b. Materials collected under special acquisition agreements;
    c. Materials bought under special grant or other programs intended to promote economical use of the total resources of the area;
    d. Reference materials whenever lending might not hinder the service of the lending library.

3. Under the terms of this agreement, borrowing libraries will not ordinarily request:

    a. Books in current and/or recurring demand;
    b. Bulky or fragile materials;
    c. Rare materials;
    d. A large number of titles for one person at any one time;
    e. Duplicates of titles already owned;
    f. Materials which can be copied cheaply;
    g. Materials in quanity.

VI. EXPENSES

1. The borrowing library should be prepared to assume any costs charged by the lending library as agreed upon in this code. If the charges are more than nominal, and not authorized beforehand by the borrowing library, the lending library will inform the requesting library and obtain authorization to proceed with the transaction. Borrowing libraries should attempt to anticipate charges and authorize them on the initial request.
2. In the interests of efficiency lending libraries are urged to absorb nominal costs for:

    a. Postage;
    b. Photocopying;
    c. Insurance.

3. Libraries may make special contractual or other arrangements including financial reimbursement or other adjustments, in recognition of costs incurred by libraries whose resources are used extensively under this agreement.

VII. CONDITIONS OF LOANS

1. The borrowing library will honor any limitations on use imposed by the lending library.
2. Unless specifically forbidden by the lending library, it is assumed that copying is permitted, provided that it is in accordance with copyright law and ALA policy and further, provided no damage to the original volume will result.
3. The borrowing library is responsible for returning loans promptly and in good condition.
4. The safety of borrowed materials is the responsibility of the borrowing library. The borrowing library will meet all costs of repair or replacement in accordance with the preferences of the lending library.

VIII. PLACEMENT OF REQUESTS

1. Special arrangements for lending of materials by designated resource libraries may be made within the context of this agreement. Requests should be routed through such established channels as may be agreed upon by libraries participating in a local, state, or regional plan for library service.
2. Every effort will be made to locate materials through available local, state, and regional union catalogs, book catalogs, and union lists.
3. Requests may be made by mail, or transmitted by special or regularly scheduled messenger service, using the standard ALA form or the ALA photoduplication form (or a mutually acceptable form) or by teletype, using a format based on the standard form. When mutually agreeable, telephone requests are acceptable and shall be confirmed by the mailing of the standard form unless the lending library waives this record.
4. No library will lend directly to an individual on an interlibrary loan basis, except by mutual agreement between the borrowing and the lending libraries.

IX. FORM OF REQUEST

1. Materials requested must be described as completely and accurately as possible following accepted bibliographic practice.
2. All items requested shall be verified in standard bibliographic tools and sources of verification cited as completely as possible. When the item requested cannot be verified, the statement "cannot verify" shall be indicated, and complete information as to source of reference and search tools consulted shall be furnished.
3. If verification is disregarded, or the bibliographic data is incorrect, and unless special agreement otherwise provides, the lending library may return the request unfilled without special effort to identify the reference.
4. All requests and shipments shall be conspicuously labeled "Interlibrary Loan".

X. DURATION OF LOAN

1. Unless otherwise specified by the lending library, the duration of the loan shall be calculated as the time the item is to be in the borrowing library, disregarding the time spent in transit. The period of loan shall be that ordinarily extended by the lending library.
2. Renewal requests shall be kept to a minimum. The renewal request shall be sent in time to reach the lending library before the due date. The lending library should respond to renewal requests promptly; if it does not, it will be assumed that renewal for the same period as the original loan is granted.
3. The borrowing library is responsible for returning interlibrary loans promptly and in good condition.
4. Material on loan is subject to recall at any time and the borrowing library shall comply promptly.

XI. NOTIFICATION AND ACKNOWLEDGEMENT

1. The lending library shall notify the borrowing library promptly whether or not the material is being sent; if the material cannot be supplied, the lending library shall state the reason.
2. Except in the case of very valuable shipments, no acknowledgement of receipt is necessary. If there is undue delay in receipt of shipments, the borrowing library shall notify the lending library so that a search may be initiated.

XIII. VIOLATION OF THE CODE.

1. Continued disregard of the provisions of this code shall be sufficient reason for suspension of borrowing privileges.

APPENDIX I
(For Biomedical Requests)

Form when material is to be sent directly to requester (Journal Request):

1. NBU-M OMAHA
2. LINCOLN PL REFERRAL #11 MAY 11, 1971
3. JOHN M. SMITH, MD.
   COUNTY GENERAL HOSPITAL
   111 NORTH ELM STREET
   BLANK, NEBRASKA 68709
4. PHYSICIAN
5. NEW ZEALAND MEDICAL JOURNAL
6. VOL. 59 DEC., 1970
7. LILEY, A.W.: TECHNIQUES AND COMPLICATIONS OF AMINOCENTESIS. PP. 581-586
8. VER: CIM (AUTHOR) 1961 PP. A-844
9. AUTHR:
10. END LINCOLN PL REFERRAL #11
11. LINCOLN PL
12. END@@@@@

Explanation of Lines:

1. Call of library you wish to fill request.
2. Numbering system of library (optional) and date (required).
3. Name and adress of requester.
4. Category of requester: physician, vet., nurse, student, etc.
5. Title of journal.
6. Volume and date of journal.
7. Author and title of article.
8. Verification: Where did he see this cited?
9. Authorization of request if necessary (not required).
10. Signifying end of request.
11. Call of library submitting the request.
12. Signifying end of TWX transmission. Use this only after last request. Between requests use MORE then 5-7 lines spacing between requests. Use END@@@@@ only after last request.
13. Any REMARKS: should be added after AUTHR:.

Use this form when material is to be sent directly to requester (book request):

1. NBU-M OMAHA
2. LINCOLN PL REFERRAL #11 MAY 3, 1971
3. JOHN M. SMITH, M.D.
   COUNTY GENERAL HOSPITAL
   111 NORTH ELM STREET
   BLANK, NEBRASKA 68791
4. PHYSICIAN
5. DALBIEZ, ROLAND
6. PSYCHOANALYTIC METHOD AND THE DOCTRINE OF FREUD
7. GREEN & CO.: LONDON: 1941: 4TH ED.
8. VER: LC V.36 PP. 175
9. AUTHR:
10. END LINCOLN PL REFERRAL #11
11. LINCOLN PL
12. END@@@@@

Explanation of lines:

1. Call of library you wish to fill request.
2. Numbering system of library (optional) and date (required).
3. Name and address of requester.
4. Category of requester: physician, vet., nurse, student, etc.
5. Author of book.
6. Title of book.
7. Publisher, place, year and edition.
8. Verification: Where did he see this cited?
9. Authorization of request if necessary (not required).
10. Signifying end of request.
11. Call of library submitting the request.
12. Signifying end of TWX transmission. Use this only after last request. Between requests use MORE then 5-7 lines spacing between requests. Use END@@@@@ only after last request.
13. Any REMARKS: should be added after AUTHR:.

For material which you want sent to the library so the patron can pick it up there, and not sent directly to the requester, use the same form as for referrals (those sent directly to requester with the following changes):

1. Same.
2. Same.
3. ADDRESS OF LIBRARY GOES HERE.
4. NAME AND CATEGORY OF REQUESTER!! THIS IS IMPORTANT. (Doctor, Nurse, Student, Housewife, etc.)
5. Same.

6.-13. Same.

APPENDIX II
(Library Index to the Networks)

	CALLS	NETWORK
Adams Public Library, Adams 68301	Beatrice	Southeastern
Alder Public Library, Ainsworth 69210	Valentine	Mari Sandoz
Albion Public Library, Albion 68620	Columbus	Northern
Alexandria Public Library, Alexandria 68303	Fairbury	Southeastern
Springbank Township Library, Allen 68710	Norfolk	Northern
Alliance Public Library, Alliance 69301	Scottsbluff	Panhandle
Alma Public Library, Alma 68920	Holdrege	Central
Anselmo Public Library, Anselmo 68813	Valentine	Mari Sandoz
Ansley Township Library, Ansley 68814	Valentine	Mari Sandoz
Arapahoe Public Library, Arapahoe 68922	Holdrege	Central
Arcadia Township Library, Arcadia 68815	Valentine	Mari Sandoz
Arlington Public Library, Arlington 68002	Omaha	Metropolitan
E.S. & S.A. Finch Memorial Library, Arnold 69120	Valentine	Mari Sandoz
Arthur County Library, Arthur 69121	Valentine	Mari Sandoz
Ashland Public Library, Ashalnd 68003	Omaha	Metropolitan
Atkinson Township Library, Atkinson 68713	Valentine	Mari Sandoz
Auburn Public Library, Auburn 68305	Beatrice	Southeastern
Aurora Public Library, Aurora 68818	Grand Island	Central
Mirage Township Library, Axtell 68924	Holdrege	Central
Bartley Community Library, Bartley 69020	McCook	Mari Sandoz
Rock County Library, Bassett 68714	Valentine	Mari Sandoz
Battle Creek Public Library, Battle Creek 68715	Norfolk	Northern
Bayard Public Library, Bayard 69334	Scottsbluff	Panhandle
Beatrice Public Library, Beatrice 68310	(TWX)	Southeastern
Beaver City Public Library, Beaver City 68926	Holdrege	Central
Karlen Memorial Library, Beemer 68716	Columbus	Northern
Bellevue Public Library, Bellevue 68005	Omaha	Metropolitan
Bennington Public Library, Bennington 68007	Omaha	Metropolitan
Berwyn Township Library, Berwyn 68819	Valentine	Mari Sandoz
Big Springs Public Library, Big Springs 69122	Sidney	Panhandle
Blair Public Library, Blair 68008	Omaha	Metropolitan
Bloomfield Public Library, Bloomfield 68718	Norfolk	Northern
Bloomington Public Library, Bloomington 68929	Holdrege	Central
Blue Hill Public Library, Blue Hill 68930	Hastings	Central
Bridgeport Public Library, Bridgeport 69336	Scottsbluff	Panhandle
Broadwater Public Library, Broadwater 69125	Scottsbluff	Panhandle
Broken Bow Carnegie Library, Broken Bow 68822	Valentine	Mari Sandoz
Brownville Public Library, Brownville 68321	Beatrice	Southeastern
Bruning Public Library, Bruning 68322	Fairbury	Southeastern
Burwell Carnegie Library, Burwell 68823	Valentine	Mari Sandoz
Davies Memorial Library, Butte 68722	Valentine	Mari Sandoz
Byron Public Library, Byron 68325	Valentine	Mari Sandoz
Callaway Public Library, Callaway 68825	Valentine	Mari Sandoz
Butler Memorial Library, Cambridge 69022	Holdrege	Central
Campbell Public Library, Campbell 68932	Holdrege	Central
Carleton Community Library, Carleton 68326	Fairbury	Southeastern
Carroll Public Library, Carroll 68723	Norfolk	Northern
Cedar Rapids Public Library, Cedar Rapids 68627	Columbus	Northern
Hards Memorial Library, Central City 68826	Grand Island	Central
Chadron Carnegie Library, Chadron 69337	Scottsbluff	Panhandle

	CALL	NETWORK
Chappell Memorial Library, Chappell 69129	Sidney	Panhandle
Chester Public Library, Chester 68327	Fairbury	Southeastern
Clarksville Township Library, Clarks 68628	Grand Island	Central
Clarkson Memorial Library, Clarkson 68629	Columbus	Northern
Clay Center Public Library, Clay Center 68933	Hastings	Central
Columbus Public Library, Columbus 68601	(TWX)	Northern
Comstock Township Library, Comstock 68828	Valentine	Mari Sandoz
Cook Public Library, Cook 68329	Beatrice	Southeastern
Cozad Public Library, Cozad 69130	Kearney	Central
Craig Public Library, Craig 68019	Columbus	Northern
Crawford Public Library, Crawford 69339	Scottsbluff	Panhandle
Creighton Public Library, Creighton 68729	Norfolk	Northern
Crete Public Library, Crete 68333	Lincoln	Southeastern
Eastern Township Library, Crofton 68730	Norfolk	Northern
Culbertson Public Library, Culbertson 69024	McCook	Mari Sandoz
Curtis Public Library, Curtis 69025	McCook	Mari Sandoz
Dakota City Public Library, Dakota City 68731	Sioux City, IA	Northern
Dalton Public Library, Dalton 69131	Sidney	Panhandle
Davenport Public Library, Davenport 68335	Fairbury	Southeastern
David City Public Library, David City 68632	Columbus	Northern
J.G. Smith Memorial Library, Dawson 68337	Beatrice	Southeastern
Daykin Public Library, Daykin 68338	Fairbury	Southeastern
Decatur Public Library, Decatur 68020	Columbus	Northern
Deshler Public Library, Deshler 68340	Fairbury	Southeastern
DeWitt Public Library, DeWitt 68341	Lincoln	Southeastern
Diller Public Library, Diller 68342	Fairbury	Southeastern
John Rogers Memorial Library, Dodge 68633	Omaha	Metropolitan
Dorchester Community Library, Dorchester 68343	Lincoln	Southeastern
Edgar Public Library, Edgar 68935	Hastings	Central
Elgin Public Library, Elgin 68636	Norfolk	Northern
Elkhorn Public Library, Elkhorn 68022	Omaha	Metropolitan
Elm Creek Public Library, Elm Creek 68836	Kearney	Central
Elmwood Public Library, Elmwood 68349	Lincoln	Southeastern
Elwood Public Library, Elwood 68937	Holdrege	Central
Emerson Public Library, Emerson 68733	Sioux City, IA	Northern
Ericson Public Library, Ericson 68637	Valentine	Mari Sandoz
Eustis Public Library, Eustis 69028	McCook	Mari Sandoz
Ewing Township Library, Ewing 68735	Valentine	Mari Sandoz
Exeter Public Library, Exeter 68351	Lincoln	Southeastern
Fairbury Public Library, Fairbury 68352	(TWX)	Southeastern
Fairfield Public Library, Fairfield 68938	Hastings	Central
Fairmont Public Library, Fairmont 68354	Lincoln	Southeastern
Lydia Brunn Woods Memorial, Falls City 68355	Beatrice	Southeastern
Farnam Public Library, Farnam 69029	Kearney	Central
Franklin Carnegie Library, Franklin 68939	Holdrege	Central
Keene Memorial Library, Fremont 68025	Omaha	Metropolitan
Gilbert Public Library, Friend 68859	Lincoln	Southeastern
Fullerton Public Library, Fullerton 68638	Columbus	Northern
Geneva Public Library, Geneva 68361	Lincoln	Southeastern
Genoa Public Library, Genoa 68640	Columbus	Northern
Gering Public Library, Gering 69341	Scottsbluff	Panhandle
Gibbon Public Library, Gibbon 68840	Kearney	Central
Giltner Public Library, Giltner 68841	Grand Island	Central

	CALL	NETWORK
Gordon Public Library, Gordon 69343	Valentine	Mari Sandoz
Gothenburg Public Library, Gothenburg 69138	Kearney	Central
Grand Island Public Library, Grand Island 68801	(TWX)	Central
Grant Public Library, Grant 69140	North Platte	Mari Sandoz
Greeley Public Library, Greeley 68842	Valentine	Mari Sandoz
Gresham Public Library, Gresham 68367	Lincoln	Southeastern
Gretna Public Library, Gretna 68028	Omaha	Metropolitan
Auld-Doudna Public Library, Guide Rock 68942	Hastings	Central
Hampton Public Library, Hampton 68843	Grand Island	Central
Hardy Public Library, Hardy 68943	Hastings	Central
Hartington Public Library, Hartington 68739	Norfolk	Northern
Harvard Public Library, Harvard 68944	Hastings	Central
Hastings Public Library, Hastings 68901	(TWX)	Central
Cravath Memorial Library, Hay Springs 69347	Valentine	Mari Sandoz
Secrest Public Library, Hebron 68370	Fairbury	Southeastern
Hemingford Public Library, Hemingford 69348	Scottsbluff	Panhandle
Hildreth Public Library, Hildreth 68947	Holdrege	Central
Holbrook Public Library, Holbrook 68948	Holdrege	Central
Holdrege Public Library, Holdrege 68949	(TWX)	Central
Homer Public Library, Homer 68030	Sioux City, IA	Northern
Hooper Public Library, Hooper 68031	Omaha	Metropolitan
Howells Public Library, Howells 68641	Columbus	Northern
Bruun Memorial Library, Humboldt 68376	Beatrice	Southeastern
Humphrey Public Library, Humphrey 68642	Columbus	Southeastern
Grant County Library, Hyannis 69350	Valentine	Mari Sandoz
Imperial Public Library, Imperial 69033	McCook	Mari Sandoz
Indianola Public Library, Indianola 69034	McCook	Mari Sandoz
Kearney Public Library, Kearney 68847	(TWX)	Central
Kimball Public Library, Kimball 69145	Sidney	Panhandle
Leigh Public Library, Leigh 68643	Columbus	Northern
Lewellen Public Library, Lewellen 69147	Sidney	Panhandle
Lexington Public Library, Lexington 68850	Kearney	Central
Lincoln City Libraries, Lincoln 68508	(TWX)	Southeastern
Litchfield Township Library, Litchfield 68852	Valentine	Mari Sandoz
Nancy Fawcett Memorial Library, Lodgepole 69149	Sidney	Panhandle
Louisville Public Library, Louisville 68037	Lincoln	Southeastern
Loup City Township Library, Loup City 68853	Valentine	Mari Sandoz
Lyman Public Library, Lyman 69352	Scottsbluff	Panhandle
Lyons Public Library, Lyons 68038	Columbus	Northern
McCook Public Library, McCook 69001	(TWX)	Mari Sandoz
Madison Public Library, Madison 68748	Norfolk	Northern
Madrid Public Library, Madrid 69150	North Platte	Mari Sandoz
Sunshine Township Library, Mason City 68855	Valentine	Mari Sandoz
Mead Public Library, Mead 68041	Omaha	Metropolitan
Meadow Grove Public Library, Meadow Grove 68752	Norfolk	Northern
Brenizer Public Library, Merna 68856	Valentine	Mari Sandoz
Milford Public Library, Milford 68405	Lincoln	Southeastern
Millard Public Library, Millard 68137	Omaha	Metropolitan
Milligan Public Library, Milligan 68406	Lincoln	Southeastern
Jensen Memorial Library, Minden 68959	Holdrege	Central
Minatare Public Library, Minatare 69356	Scottsbluff	Panhandle

	CALL	NETWORK
Quivey Memorial Library, Mitchell 69357	Scottsbluff	Panhandle
Monroe Township Library, Monroe 68647	Columbus	Northern
Morrill Public Library, Morrill 69358	Scottsbluff	Panhandle
Hooker County Library, Mullen 69152	Valentine	Mari Sandoz
Morton James Public Library, Nebraska City 68410	Beatrice	Southeastern
Nehawka Public Library, Nehawka 68413	Lincoln	Southeastern
Neligh Public Library, Neligh 68756	Norfolk	Northern
Nelson Public Library, Nelson 68961	Hastings	Central
Mental Culture Club Library, Nemaha 68414	Beatrice	Southeastern
Newman Grove Public Library, Newman Grove 68758	Norfolk	Northern
Niobrara Public Library, Niobrara 68760	Norfolk	Northern
Norfolk Public Library, Norfolk 68701	(TWX)	Northern
North Bend Public Library, North Bend 68649	Omaha	Metropolitan
North Loup Public Library, North Loup 68859	Valentine	Mari Sandoz
North Platte Public Library, North Platte 69101	(TWX)	Mari Sandoz
Oakdale Public Library, Oakdale 68761	Norfolk	Northern
Oakland Public Library, Oakland 68045	Columbus	Northern
Oconto Public Library, Oconto 68860	Valentine	Mari Sandoz
Goodall City Library, Ogallala 69153	North Platte	Mari Sandoz
Omaha Public Library, Omaha 68102	(TWX)	Metropolitan
Gratton Township Library, O'Neill 68763	Valentine	Mari Sandoz
Orchard Public Library, Orchard 68764	Norfolk	Northern
Ord Township Library, Ord 68862	Valentine	Mari Sandoz
Cordelia B. Preston Memorial, Orleans 68962	Holdrege	Central
Osceola Public Library, Osceola 68651	Columbus	Northern
Oshkosh Public Library, Oshkosh 69154	Sidney	Panhandle
Osmond Public Library, Osmond 68765	Norfolk	Northern
Overton Community Library, Overton 68863	Kearney	Central
Oxford Public Library, Oxford 68967	Holdrege	Central
Palisade Public Library, Palisade 69040	McCook	Mari Sandoz
Palmer Public Library, Palmer 68864	Grand Island	Central
Papillion Public Library, Papillion 68046	Omaha	Metropolitan
Carnegie Public Library, Pawnee City 68420	Beatrice	Southeastern
Paxton Public Library, Paxton 69155	North Platte	Mari Sandoz
House Memorial Library, Pender 68047	Norfolk	Northern
Pierce Public Library, Pierce 68767	Norfolk	Northern
Pilger Public Library, Pilger 68768	Norfolk	Northern
Plainview Carnegie Library, Plainview 68769	Norfolk	Northern
Plattsmouth Public Library, Plattsmouth 68048	Lincoln	Southeastern
Polk Public Library, Polk 68654	Columbus	Northern
Ponca Public Library, Ponca 68770	Norfolk	Northern
Potter Public Library, Potter 69156	Sidney	Panhandle
Ralston Public Library, Ralston 68051	Omaha	Metropolitan
Randolph Public Library, Randolph 68771	Norfolk	Northern
Ravenna Public Library, Ravenna 68869	Kearney	Central
Auld Public Library, Red Cloud 68970	Hastings	Central
Rising City Community Library, Rising City 68658	Columbus	Northern
Rushville Public Library, Rushville 69360	Valentine	Mari Sandoz
Ruskin Public Library, Ruskin 68974	Hastings	Central

	CALL	NETWORK
St. Edward Public Library, St. Edward 68660	Columbus	Northern
St. Paul Public Library, St. Paul 68873	Grand Island	Central
Sargent Township Library, Sargent 68874	Valentine	Mari Sandoz
Schuyler Public Library, Schuyler 68661	Columbus	Northern
Scotia Public Library, Scotia 68875	Valentine	Mari Sandoz
Scottsbluff Public Library, Scottsbluff 69361	(TWX)	Panhandle
Scribner Public Library, Scribner 68057	Omaha	Metropolitan
Seward Public Library, Seward 68434	Lincoln	Southeastern
Shelton Township Library, Shelton 68876	Kearney	Central
Shickley Public Library, Shickley 68436	Lincoln	Southeastern
Sidney Public Library, Sidney 69162	(TWX)	Panhandle
Silver Creek Township Library, Silver Creek 68663	Grand Island	Central
Snyder Public Library, Snyder 68664	Omaha	Metropolitan
South Sioux City Public Library, South Sioux City 68776	Sioux City, IA.	Northern
Spalding Public Library, Spalding 68665	Valentine	Mari Sandoz
Spencer Township Library, Spencer 68777	Valentine	Mari Sandoz
Springfield Public Library, Springfield 68059	Omaha	Metropolitan
Stanton Public Library, Stanton 69779	Norfolk	Northern
Logan County Library, Stapleton 69163	Valentine	Mari Sandoz
Sterling Public Library, Sterling 68443	Beatrice	Southeastern
Stratton Public Library, Stratton 69043	McCook	Mari Sandoz
Stromsburg Public Library, Stromsburg 68666	Columbus	Northern
Stuart Township Library, Stuart 68780	Valentine	Mari Sandoz
Superior Carnegie Library, Superior 68978	Hastings	Central
Sutherland Public Library, Sutherland 69165	North Platte	Mari Sandoz
Sutton Public Library, Sutton 68979	Hastings	Central
Swanton Public Library, Swanton 68445	Lincoln	Southeastern
Syracuse Public Library, Syracuse 68446	Beatrice	Southeastern
Table Rock Public Library, Table Rock 68447	Beatrice	Southeastern
Talmage Public Library, Talmage 68448	Beatrice	Southeastern
Taylor Public Library, Taylor 68879	Valentine	Mari Sandoz
Tecumseh City Library, Tecumseh 68450	Beatrice	Southeastern
Carnegie Public Library, Tekamah 68061	Columbus	Northern
Thomas County Library, Thedford 69166	Valentine	Mari Sandoz
Tilden Public Library, Tilden 68781	Norfolk	Northern
Tobias Community Library, Tobias 68453	Lincoln	Southeastern
Trenton Public Library, Trenton 69044	McCook	Mari Sandoz
Ulysses Township Library, Ulysses 68669	Columbus	Northern
Valentine Public Library, Valentine 69201	(TWX)	Mari Sandoz
Valley Public Library, Valley 68064	Omaha	Metropolitan
Valparaiso Public Library, Valparaiso 68065	Omaha	Metropolitan
Verdigre Public Library, Verdigre 68783	Norfolk	Northern
Wahoo Public Library, Wahoo 68066	Omaha	Metropolitan
Graves Public Library, Wakefield 68784	Norfolk	Northern
Walthill Public Library, Walthill 68067	Norfolk	Northern
Waterloo Public Library, Waterloo 68069	Omaha	Metropolitan
Wauneta Public Library, Wauneta 69045	McCook	Mari Sandoz
Lincoln Township Library, Wausa 68786	Norfolk	Northern
Wayne Public Library, Wayne 68787	Norfolk	Northern
Weeping Water Public Library, Weeping Water 68463	Lincoln	Southeastern
Western Public Library, Western 68464	Lincoln	Southeastern

	CALL	NETWORK
West Point Public Library, West Point 68788	Columbus	Northern
Dvoracek Memorial Library, Wilber 68465	Lincoln	Southeastern
Wilcox Township Library, Wilcox 68982	Holdrege	Central
Wilsonville Public Library, Wilsonville 69046	Holdrege	Central
Winside Public Library, Winside 68790	Norfolk	Northern
Wisner Public Library, Wisner 68791	Columbus	Northern
Wolbach Public Library, Wolbach 68882	Valentine	Mari Sandoz
Maltman Memorial Library, Wood River 68883	Grand Island	Central
Wymore Public Library, Wymore 68466	Beatrice	Southeastern
York Public Library, York 68467	Lincoln	Southeastern
Yutan Public Library, Yutan 68073	Columbus	Northern

APPENDIX III

INTER-LIBRARY LOAN FORM

1. LIBRARY_____ DATE_____
2. AUTHOR_____
3. TITLE_____
4. SUBJECT_____

_____

5. TWX REQUEST DATE_____
6. LOCATION_____
7. SECOND REQUEST DATE_____
8. NOT NEEDED AFTER_____
9. STAFF MEMBER INITIAL_____
10. MATERIAL DUE DATE_____
11. MATERIAL RETURN DATE_____

INTER-LIBRARY LOAN REQUEST

NAME_____

ADDRESS_____

PHONE_____

AUTHOR_____

BOOK_____

_____

NOT WANTED AFTER_____

PUB. & DATE_____

LENDING LIBRARY_____

DATE DUE_____

DATE RET._____

Is the AUTHOR known?_____
(Give exact spelling)

Is the TITLE known?_____
(Give exact order of wording)

If the above is not known, WHAT IS THE BOOK BELIEVED TO BE ABOUT?_____

_____

Publisher_____ Date_____

Where did you find the exact spelling or wording (i.e., verified in)?

_____

If unable to verify, give NAV and where you searched_____

_____

If not immediately available - Do you wish to reserve the book? _____
Do you wish to substitute another book?_____

_____

Not wanted after _____

If SUBJECT material is wanted_____
(Define by time period, country, or narrowest topic

_____
acceptable (example..."constitution" - of what country? Does the patron want the latest constitution? Does the patron want the full text, summary, or background?)

Can the patron tell you: What reading level? General Adult___ Scholarly___ Juvenile__

How the material is to be used? Term Paper___ Book Review___
Speech ___ Other_____

If CLASS ASSIGNMENT, did the student check with the School Library?_____

****

TAKEN BY_____

DATE_____

AUTHOR_____

SUBJECT OR TITLE_____

VERIFICATION_____

NOT WANTED AFTER_____

Juv.___ Teenage___ Adult ___ Mail __

NAME_____

ADDRESS_____PHONE_____